



West Lothian
Council

Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

6 October 2016

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 11 October 2016** at **10:00am**.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of Council Executive held on Tuesday 20 September 2016.

Public Items for Decision

5. Riverlife: Almond & Avon Programme - Report by Head of Operational Services (herewith).
6. 2016/17 Winter Service Policy - Roads and Transportation - Report by Head of Operational Services (herewith).
7. West Lothian Council's Open Market Acquisition Scheme - Report by Head of Housing, Customer and Building Services (herewith).
8. Rent Consultation Strategy - Report by Head of Housing, Customer and

Building Services (herewith).

9. Update on European Structural and Investment Funds - Report by Head of Planning, Economic Development and Regeneration (herewith).
10. Public Health Etc. (Scotland) Act 2008 - Joint Health Protection Plan 2016-18 - Report by Head of Planning, Economic Development & Regeneration (herewith).
11. St Mary's Primary School, Bathgate - Hall and Other Accommodation Improvements - Report by Head of Finance and Property Services (herewith).
12. Industrial Open Storage Land 1.1HA (2.9 Acres) Whitrigg, East Whitburn - Proposed Sale to Trustees of CPP-McCormick Trust - Report by Head of Finance and Property Services
13. 260m2 South of Main Street, East Calder - Proposed Sale to Persimmon Homes (East Scotland) Limited - Report by Head of Finance and Property Services (herewith).
14. Call for Evidence on the Draft Budget 2017/18 - Report by Head of Finance and Property Services (herewith).
15. BLES Training - Report by Head of Education (Learning, Policy and Resources) (herewith)

Public Items for Information

16. Note the Action Taken in Terms of Standing Order 31 (Urgent Business) to approve the submission of an application for a grant of £500,000 for Energy Efficient Standard for Social Housing (EESH) as recommended in the report by the Head of Housing, Building and Customer Services (herewith).

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 20 SEPTEMBER 2016.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Tom Conn, Jim Dixon, Lawrence Fitzpatrick, Peter Johnston, Dave King, Danny Logue, Anne McMillan, Angela Moohan and George Paul

Apologies – Councillor Frank Anderson

1. DECLARATIONS OF INTEREST

- 1) Agenda Item 5 (West Lothian Integration Board) – Councillor Peter Johnston declared a non-financial interest arising from his position as non-executive director of NHS Lothian for which a specific exclusion applied; and
- 2) Councillor Danny Logue declared a non-financial interest in that he was a NHS Lothian Employee.

2. MINUTE

The Council Executive confirmed the Minute of its meeting held on 30 August 2016. The Minute was thereafter signed by the Chair.

3. WEST LoTHIAN INTEGRATION BOARD

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive advising of the resignation of Councillor Frank Toner as Chair of the West Lothian Integration Joint Board (IJB) and to invite committee to appoint a replacement.

The report recalled that at the meeting on 24 March 2015 Council Executive approved the Integration Scheme for submission to the Scottish Government in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014

On 28 April 2015 Council Executive agreed to appoint four representatives to the IJB and agreed that of these Councillor Frank Toner would be the first Chair of the IJB.

The Chair would hold the office from 21 September 2015 for two years and would remain as a member and Vice Chair for a further year.

Councillor Toner wrote to the Chief Executive informing him of his decision to resign as Chair of the IJB.

Therefore it is recommended that the Council Executive notes Councillor Toner's resignation from the position of Chair of the IJB and appoints a replacement.

Decision

To note the resignation of Councillor Frank Toner noting that he would remain a member of the IJB and appoint Councillor Danny Logue as Chair of the IJB.

4. HEADS OF SERVICE - EDUCATION SERVICES - RESPONSIBILITIES AND GOVERNANCE ARRANGEMENTS

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive advising of the realignment of the responsibilities of the Heads of Service within Education Services and the governance arrangements within the service.

The Depute Chief Executive explained that Education Services currently had two heads of service who shared responsibility for the discharge of the council's statutory responsibilities in relation to education and the implementation of the council's corporate and education policies. At present responsibility for primary and secondary schools was split between the two heads of service.

The adoption and implementation of the Attainment Strategy presented an opportunity to review governance arrangements within the service. Also recent national development, in particular the development and implementation of a National Improvement Framework had prompted a review of the allocation of responsibilities and duties within the service to ensure a sharp focus on raising attainment in schools.

Attached to the report at Appendix 1 was the proposed division of duties and allocation of duties and responsibilities for the two heads of service within Education noting that the proposed split of responsibilities was functional rather than sectoral, increasing clarity of the responsibility for key outcomes across the service.

The Scheme of Delegation would be updated to reflect the revised division of responsibilities and duties.

It was recommended that Council Executive :-

1. Agree to the realignment of the responsibilities of the Heads of Service within Education Services as set out in the Appendix attached to the report; and
2. If agreed note that Ms Donna McMaster would undertake the role of Head of Education (Curriculum, Quality Improvement and Performance) and that Mr James Cameron would undertake the roll of Head of Education (Learning, Policy and Resources)

Decision

To approve the terms of the report.

5. PROPOSED POLICY ON THE APPLICATION OF HOURLY RATES FOR THE PURCHASE OF REGISTERED AGENCY SERVICES UNDER SELF-DIRECTED SUPPORT (SDS) : OPTION 2

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing an overview of the proposed policy on the application of hourly rates for the purchase of registered services under self-directed support: option 2 within adults and older people's services and to seek approval to implement the proposed policy.

The report recalled that the Social Care (Self-Directed Support) (Scotland) Act 2013 came into effect on 1 April 2014. The Act made legislative provision related to the arranging of care and support in order to provide a range of choices to individuals as to how they were to be provided with their support.

The four SDS options were :-

Option 1 – Direct Payment – a cash payment for the provision of support

Option 2 – Individual Budget – the person selected their support and the council made the arrangements

Option 3 – Council Arranged Support – the council selected and arranged the support.

Option 4 – A combination of the above – the person selected different options for each type of support.

The report then provided an overview of Self-Directed Support – Option 2 which allowed a person assessed as eligible for support to meet their needs and outcomes to select the service or support that they wished to receive and to ask the local authority to then make the relevant administrative arrangements on their behalf.

The proposed policy, a copy of which was attached the report, related to only one aspect of arranging support on behalf of people under SDS Option 2, namely the purchase of registered care agency services and the application of hourly rates for this. It was noted that in line with the Act the council could not routinely exclude or endorse particular providers under SDS Option 2, for example on the basis of pre-existing Framework Agreements. As long as the preferred provider was operating legally, safely and effectively, people could ask to select their preferred provider under SDS Option2.

The proposed policy had been developed to promote equitable allocation of resources across the range of SDS options and to assist officers with decision-making when collaborating on the support plan with people who had chosen SDS Option 2. Additionally in West Lothian, under SDS Option 3 services delivered by registered providers were purchased at a range of set hourly rates under Framework Agreements. Therefore it reasonable to expect that the range of hourly rates at which services were

purchased under SDS Option 2 should be broadly in line with these.

The report continued by providing details of how the policy would be implemented in West Lothian noting that there would be three hourly rates, defined as Standard Care & Support, Enhanced Care & Support and Exceptional Care & Support with the hourly rates broadly in line for similar provision under the Framework Agreement for SDS Option 3. The proposed policy would also provide guidance for officers in circumstances where the person wished to either access a more costly provider by paying a top-up from their own funds or to consider a reduced level of support to enable the payment of a higher hourly rate.

The report concluded that the proposed policy on the application of hourly rates for the purchase of registered agency support under SDS Option 2 sought to support a consistent approach to the delivery of Option 2 within a context of a range of SDS options and to address the need to promote the equitable allocation of resources regardless of the SDS option chose by the person.

It was recommended that the Council Executive :-

1. Note the contents of the proposed policy on the application of hourly rates for the purchase of registered services under SDS Option 2 within adults and older people's services; and
2. Approve the implementation of the proposed policy.

Decision

To approve the terms of the report.

6. STRATHBROCK PLACE, BROXBURN TRAFFIC FLOW CHANGE OF DIRECTION

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval to initiative the statutory procedures to reverse the traffic flow direction on Strathbrock Place, Broxburn and ban the left turn into Strathbrock Place from East Main Street, such that vehicles could only travel in a southerly direction from East Main Street to Almondell Road.

The Head of Operational Services explained that the Broxburn draft Air Quality Action Plan which had been presented to the Council Executive on 1 March 2016 identified that queuing traffic had a significant influence on NOx concentrations at the traffic lights on East Main Street, accounting for up to half of the measured NOx concentrations. Modelling of the mitigation scenarios indicated that the targeting of congestion, and where possible reduction of traffic queuing times at the traffic lights, would likely provide the best reductions.

The operational efficiency of the traffic signals at Greendykes Road/East Main Street was restricted due to incorporating the low flow from Strathbrock Place at the junction. Queuing on the three main approaches

was a constant occurrence, increasing in length during peak times. As development progressed especially at Winchburgh queuing would only increase as capacity was stretched.

The junction was modelled to identify the impact development traffic would have on the existing operation. The results showed that the junction was over capacity during peak times and queuing would get worse with the addition of development traffic.

Therefore to provide improved efficiency and reduce queuing on the three main approaches at the signal junction it was being recommended that a traffic order be promoted to reverse the one way order on Strathbrock Place. This would mean that traffic would have to travel in a southerly direction from the signals on East Main Street to Almondell Road. Given the tight geometry of the signalised junction, it was also being recommended that the left turn into Strathbrock Place remained banned and therefore access to Strathbrock Place from the east would be via either Station Road and East Main Street or Easter Road and Almondell Road.

The proposed mitigation measures were modelled with results showing that the junction would now be within capacity and therefore could accommodate the proposed development and reduce traffic congestion.

In conclusion with the redirection of traffic on Strathbrock Place improvement to the signal timings on East Main Street/Greendykes Road would reduce queue lengths and help towards reducing harmful air quality levels. Traffic calming would also be added to Strathbrock Place in the form of a further road hump.

Local ward members had been consulted on the proposals on a number of occasions through the local area committee and their comments were contained within the report.

It was recommended that Council Executive approves the initiation of the statutory procedures to reverse the traffic flow of Strathbrock Place to travel in a southwards direction and ban the left turn into Strathbrock Place from East Main Street.

Decision

To approve the terms of the report

7. HOWDEN EAST ROAD, LIVINGSTON - TRAFFIC CALMING AT TORONTO PRIMARY SCHOOL

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval to initiate the statutory procedures to relocate one road hump 22 metres eastward of its current location to improve the new car park extension to Toronto Primary School.

The committee were advised that planning permission had been granted

at Toronto Primary School for a new main entrance, staff offices, changing facilities and multi-purpose games hall which required the addition of a new car park. The proposed vehicle access was directly in line with the eastern road hump and therefore required to be relocated. This would allow for safe access and egress from the car park.

The statutory procedure required the council to consult with road user organisations that would be effected and then advertise publically for a four week period. If there were no objections then the road hump could be relocated.

It was recommended that the Council Executive approve the initiation of the statutory procedures to relocate one road hump 22 metres eastward of its current location to improve the new car park extension to Toronto Primary School.

Decision

To approve the terms of the report

8. PETITION - BEECHWOOD GROVE, UPHALL STATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing a report on the Environment Policy Development and Scrutiny Panel's consideration of the petition from residents of Beechwood Grove, Uphall Station.

A petition signed by 79 people, mainly residents of Beechwood Grove and Marrfield Terrace, Uphall Station had been received by the council. The petition raised concerns about parking in the area by those commuters using the railway station citing concerns about pedestrian safety and advocating that nearby wasteland could be used for additional car parking.

Concerns about parking in this area had previously been raised on a number occasions and council officers had examined parking in the area, including in March 2015, October 2015 and April 2016. During these visits there was parking on Marrfield Terrace and Beechwood Grove which was likely to be associated with commuters however there was no evidence that the parking was leading to congestion or parking that could be construed as obstructive.

The council had limited tools available to manage the situation. Parking restrictions could be introduced to protect junctions and maintain traffic flow but on the basis of recent visits this could not be justified at this time. To remove commuter parking completely from around railway stations would require a residents parking scheme. However, following on from the results of an experimental scheme in Linlithgow, the council had no plans for any other residents parking scheme at the present time. Since receiving the petition officers had highlighted to Police Scotland the concerns of the community and had asked for any attention to be given to areas where there could be safety or congestion concerns.

With regard to the waste area identified by residents for additional car parking, the ground to the east of the existing car park was not in the ownership of the council. Whilst the council had worked with rail authorities previously to provide additional car parking at stations, including Uphall Station, there was no funding or plans for further work at this time.

The petition had been considered by the council's Environment Policy Development and Scrutiny Panel with the panel suggesting that the Council Executive consider contacting Network Rail to highlight the success of Uphall Station but identify the lack of parking infrastructure.

Therefore it was recommended that the Council Executive notes the petition and write to Network Rail/ScotRail highlighting the success of Uphall train station but identify the lack of car parking infrastructure.

Motion

"Council Executive commends the residents of the Beechwood Grove area, Uphall Station, for their community activism in highlighting the issues and impact of inconsiderate street parking in the village.

" Council Executive requests that Council Officers now meet with senior management of Network Rail to discuss the concerns raised by local residents and options for resolution, investigate statutory and non-statutory approaches to this problem taken in other areas and bring a further report back to a future meeting of Council Executive".

- Moved by Councillor King and seconded Councillor McGinty.

Decision

To approve the terms of the motion

Having moved an alternative position which did not receive a seconder Councillor Johnston wished to have his dissent to the decision recorded.

9. 1 DROVERS ROAD, EAST MAINS INDUSTRIAL ESTATES, BROXBURN
- PROPOSED ASSIGNATION AND EXTENSION OF LEASE TO TOM
VEHICLE RENTAL LIMITED

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for a ten year lease extension together with consent to an assignation of the lease at 1 Drover's Road, Broxburn.

JWR Holdings were the current tenant of 1 Drovers Road under a lease that would expire on 8 March 2017.

As part of a corporate restructure the tenant had sought the council's consent for an assignation of the lease to another company within the group, TOM Vehicle Rental Limited. TOM Vehicle Rental Limited was

capable of meeting the lease obligations and therefore the council had no reason to withhold consent to the assignation.

The main terms and conditions of the proposed assignation and lease extension were summarised in the report.

It was recommended that the Council Executive approves a ten year lease extension of the yard premises to TOM Vehicle Rental Limited at an initial rent of £21,000 per annum, subject to the detailed terms and conditions contained within the report.

Decision

To approve the terms of the report

10. 2016-17 GENERAL FUND REVENUE BUDGET - MONTH 4 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing the financial position in relation to the General Fund Revenue Budget, following completion of the 4 month monitoring exercise.

The report set out the overall financial performance of the General Fund Revenue Budget for the period to 31 July 2016 and provided a year-end financial forecast which took account of relevant issues identified in individual service budgetary control returns.

The report also provided a table summarising the position in relation to service expenditure and provided a forecast outturn. A breakeven position was forecast for 2016-17 but as part of the monitoring exercise a number of key risks and service pressures were identified and noted in the narrative for the relevant service areas.

It was recommended that the Council Executive agree that Heads of Service take all management action necessary to ensure 2016-17 budgets were managed within budget and approved budget reductions were achieved.

Decision

To approve the terms of the report

11. 2016-17 GENERAL SERVICES CAPITAL BUDGET - MONTH 4 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing information on the financial position in relation to the General Services Capital Programme following completion of the month 4 monitoring exercise.

The report provided an update on the 2016-17 General Services Capital Programme based on the results of a comprehensive monitoring exercise. The approved 2016-17 capital budget was £64.873 million which assumed £4 million of over programming.

Good progress was being made on the capital programme with the committed expenditure as a percentage of projected outturn at 56%. In overall terms the monitoring exercise indicated that the projected outturn was £64.873m. Over-programming of £3.521m was still assumed. However if the programme progressed with no further slippage, the balance of resources would be funded by accelerated borrowing which could be accommodated within Treasury Management forecasts.

The report provided a summary of the forecast for each asset type and details of material movements and pressures that had been identified.

It was recommended that the Council Executive :-

1. Note the outcome of the month 4 monitoring exercise and the projected outturn; and
2. Agree that asset lead officers and the Head of Finance and Property Services continue to take necessary action to deliver the overall programme

Decision

To approve the terms of the report

12. CALL FOR EVIDENCE - A SCOTTISH APPROACH TO TAXATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the submission of a response to the Call for Evidence from the Scottish Parliament Finance Committee on a Scottish Approach to Taxation, a copy of which was attached to the report.

The Head of Finance and Property Services explained that as a result of the devolution of taxation powers via the Scotland Act 2012 and 2016, the Scottish Parliament Finance Committee wished to initiate a debate on the approach in developing a Scottish approach to taxation.

The Finance Committee had invited views on a number of issues and these were summarised in the report.

In formulating the response officers had taken account of evidence previously submitted by the council to the Commission on Strengthening Local Democracy and the Commission on Local Taxation. The proposed response to the questions set by the Finance Committee focused more on fiscal powers at a local level in order to provide more local democratic accountability and choice to communities. The proposed response also highlighted that there should be no limitations or ring fencing of taxes

raised locally by councils and that local taxes should not be used to directly fund central policy decisions.

It was recommended that Council Executive agrees the proposed response to the Scottish Parliament Finance Committee as set out in Appendix 1 attached to the report.

Decision

To approve the terms of the report

13. CALL FOR EVIDENCE ON THE COUNCIL TAX (SUBSTITUTION OF PROPORTION) (SCOTLAND) ORDER 2016

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Service seeking approval for a submission to be made in response to a Call for Evidence on the Council Tax (Substitution of Proportion) (Scotland) Order 2016.

The Head of Finance and Property Services explained that Council Tax was the system of local taxation that was used to part-fund local authorities and was introduced in 1993 to replace the Community Charge. The Scottish Government and COSLA had established the Commission on Local Tax Reform, which reported in December 2015 and then in March 2016 the Scottish Government published its proposals for reform of the Council Tax.

The main areas of reform proposed by the Scottish Government were as follows :-

- To increase the ratios of the upper Council Tax bands (E to H) relative to Band D. This would mean that bills for Band E would increase by 7.5%, Band F by 12.5%, band G by 17.5% and Band H by 22.5%. No additional bands had been added and the ratios for Bands A to D would remain unchanged;
- No plans to hold a revaluation of council tax properties, so Council Tax would remain based on values of property in 1991; and
- To end the Council Tax freeze with any future rises to be capped at a maximum of 3% per year.

The Scottish Government intended to implement Council Tax reforms through secondary legislation. The Local Government Community Committee (LGCC) had launched a call for views on the proposals on 8 September 2016 with a response to be submitted by 28 September 2016.

The Call for Evidence focused on five questions and these were summarised in the report.

In formulating the council's proposed response officers had taken account of evidence previously submitted by the council to the Commission on Strengthening Local Democracy and the Commission on Local Taxation.

The proposed response was also consistent with proposed comments which the Council Executive was asked to consider in the Call for Evidence on a Scottish approach to Taxation, which was subject to a separate report on the Council Executive agenda.

The proposed response was attached to the report at Appendix 1 and the Council Executive was asked to agree the proposed response for submission to the Scottish Parliament's Local Government and Communities Committee.

Decision

To approve the terms of the report

14. CONSULTATION RESPONSE TO CHILD POVERTY BILL FOR SCOTLAND

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of the Scottish Government's consultation on a Child Poverty Bill for Scotland and seeking approval of a council response.

The report recalled that in 2010 the UK Government committed to eradicate child poverty by 2020; as part of this Act the Scottish Government articulated a Child Poverty Strategy for Scotland (2014-2017). The strategy comprised four elements; maximising household resources, improving children's life chances, focusing on communities & place and driving change through working with local partners.

Local Authorities and Community Planning Partnerships had been key partners in achieving its goals and tackling child poverty locally in Scotland specifically through Single Outcome Agreements. Overall there had been a downward trend in the rates of child poverty in Scotland.

In July 2015 the UK Secretary of State for Work and Pensions gave notice of a new approach to tracking the life chances of Britain's most disadvantaged children which would involve repealing the Child Poverty Act 2010 and its commitments to eradicate child poverty by introducing Welfare Reform and Work Bill which removed the four income based targets.

The Scottish Government was bringing forward proposals to introduce a Child Poverty Bill for Scotland which would aim to eradicate child poverty by 2030, include income based targets and a "Team Scotland" delivery plan.

The Child Poverty Bill for Scotland consultation, which was launched on 8 August 2016 had three main aims :-

- Legislate the Scottish Government's ambition to eradicate child poverty;
- Place a duty on Scottish Ministers to publish a Child Poverty

Delivery Plan every five years and to report on that Plan annually;
and

- Set statutory income targets

The consultation consisted of eleven questions in total. The draft response from the council was attached to the report at Appendix 1 and the following concerns were contained within the response :-

- ❖ The lack of time for meaningful consultation
- ❖ The lack of detail on “Team Scotland” action plan;
- ❖ The reporting framework
- ❖ How would the objectives of the Bill be achieved without additional resources

The report concluded that the ambition to eradicate child poverty was welcome however there were concerns about how this would be delivered given the continuing challenging economic circumstances and the implications on budgets at local authority level.

It was recommended that Council Executive :-

1. Note the contents of the report and the accompanying proposed consultation response attached to the report at Appendix 1; and
2. Approve the proposed consultation response.

Decision

To approve the terms of the report

15. 2016-17 HOUSING REVENUE ACCOUNT - MONTH 4 MONITORING

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing financial performance in relation to the Housing Revenue Account (HRA) following the month 4 monitoring exercise.

The report provided a summary of the position for the main expenditure heads and provided a projected out-turn.

It was noted that employee costs were forecast to overspend by £183,000 as a result of mainly vacant posts and staff turnover.

The report concluded that a breakeven position was forecast on the basis of the information available.

It was recommended that the Council Executive note the outcome of the month 4 monitoring exercise and the projected outturn.

Decision

To approve the terms of the report.

16. 2016-17 HOUSING CAPITAL REPORT - MONTH 4 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing the financial position in relation to the Housing Capital Programme following the completion of the month 4 monitoring exercise.

A table contained within the report demonstrated that there had been investment of £12.260m in housing stock as at 31 July 2016. The forecast expenditure for the year was £57.548m. The report then provided a summary of the new build council house programme and planned maintenance and refurbishment programmes.

Also contained in the report were details of the capital resources available to fund the housing capital programme in 2016-17. It was to be noted that the investment programme was largely funded through a mix of borrowing and Capital Funded from Current Revenue (CFCR) with additional funding sources from council house sales, government grants and council tax on second homes.

With regards to house sales, this totalled £1.128m from the sale of 26 properties. Sales projections were estimated at £5.040m for the year for approximately 120 properties.

The report concluded that good progress was being made in the Housing Capital 2016-17 programme and significant investment was being made in housing stock to both improve the overall standard of the stock and to increase the number of available houses for West Lothian residents.

It was recommended that the Council Executive note the outcome of the month 4 monitoring exercise and projected out-turn.

Decision

To approve the terms of the report

17. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive inviting the Council Executive to note the terms of the Minutes of the St John's Hospital Stakeholder Group meeting held on 27 July 2016, a copy of which was attached to the report.

Decision

To note the terms of the report



COUNCIL EXECUTIVE

RIVERLIFE: ALMOND & AVON PROGRAMME

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to update the Council Executive on the progress of three West Lothian projects now included within the RiverLife: Almond & Avon programme.

B. RECOMMENDATION

It is recommended that the Council Executive

- (i) Notes the progress being made with those projects forming part of the RiverLife: Almond & Avon Programme and located within West Lothian;
- (ii) authorises the Head of Operational Services to negotiate and enter into agreement(s) with the City of Edinburgh Council and River Forth Fisheries Trust in respect of the programme; and
- (iii) approves the proposal for a natural rock ramp at the Mid Calder weir instead of the Larinier fish pass which had previously been the preferred choice of the Council Executive.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Legal:</p> <p>The Water Environment & Water Services Act 2003 requires local authorities to carry out their statutory functions and duties in a way, which adheres to the principles of the European Water Framework Directive.</p> <p>The Nature Conservation (Scotland) Act 2004 places a duty on officials and public bodies to further biodiversity.</p> <p>Policy:</p> <p>The Scottish Biodiversity Strategy identifies the role of local authorities in meeting national species and habitat priorities.</p>

III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Across Scotland river quality has improved significantly over the last 25 years and just under half of our rivers are now of good status. Ambitious targets have been set for rivers, with an objective for 96% to be at good or high status by 2027. SOA1308_11 (% of water bodies achieving high or good status).
V	Relevance to Single Outcome Agreement	<p>SOA 3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business;</p> <p>SOA 4. We live in resilient, cohesive safe communities;</p> <p>SOA 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources - (Financial, Staffing and Property)	<p>Financial: Work to date on all projects has been funded through the Scottish Government's Water Environment Fund (WEF) administered by the Scottish Environment Protection Agency (SEPA). The forward programme of physical works is to be funded from the Water Environment Fund and a direct grant from the Scottish Government.</p> <p>Staffing: The Council will be represented on the project and programme steering groups by officers from the existing establishment.</p> <p>Property: The Council also owns or part-owns and holds licenses under the Water Environment & Water Services (Scotland) Act 2003 Controlled Activities Regulations for four out of five of the weirs referred to in this report. It also owns the land associated with the Bathgate Watercourse Restoration Project, Killandean Burn and Harwood Water projects.</p>
VII	Consideration at PDSP	The report was considered by the Environment Policy Development & Scrutiny Panel on 13 September 2016. The Panel noted the contents of the report and agreed that the report be forwarded to the next appropriate meeting of the Council Executive for approval.

VIII Other consultations

Finance
Legal Services
NETs, Land & Countryside Services
Local communities & stakeholders

D. TERMS OF REPORT

1.0 RiverLife: Almond & Avon Programme

1.1 The River Forth Fisheries Trust has been awarded £1.65m from the Heritage Lottery Fund to help deliver a number of projects in the central belt of Scotland within the catchments of the Rivers Almond and Avon. The programme has been developed alongside communities over the past year and will now be delivered over a four-year period from 2016-2020. The programme will focus on improving urban rivers whilst engaging communities, using these rivers as a resource for recreation and learning whilst promoting sustainable stewardship.

1.2 The RiverLife: Almond & Avon programme is made up of a number of projects which include:

- Almond Barriers Project – easing six weirs along the River Almond to help migratory fish such as salmon and sea trout into spawning habitat upstream.
- Killandean Burn / Har'wood Water Blue/Green Network Project – easing a weir and improving in-stream habitat for aquatic wildlife whilst improving paths, bins, benches, public art and more.
- Bathgate Water Restoration Project – restoration of river through the heart of Bathgate, improving path networks, viewing platforms, natural play areas and community facilities.
- Upper Avon Restoration Project – working with landowners to restore instream habitat and the banks of the river for the benefit of wildlife.
- Almond / Avon Invasive Non-Native Species Project – continue to control a number of Invasive Non-Native Species along rivers in both catchments.
- Riverfly Monitoring Project – a citizen science project engaging communities to monitor river fly to create an overview of water quality within both catchments.

1.3 Throughout the project, interpretation and activities will be organised for communities and families, these will range from guided river walks, an interactive salmon viewing station, a small grants scheme for community groups, public art, promotion of river trails, and an introduction to angling and lots more.

1.4 Training and enabling community stewardship will be promoted with a number of learning opportunities for communities, primary and secondary schools delivered by the River Forth Fisheries Trust.

1.5 Parts of the works will be delivered via volunteering opportunities to allow communities to get involved and be part of the decision making process with some of the restoration projects.

1.6 Five new jobs will be created within the Trust to deliver the project and it is anticipated that over 500,000 in-kind hours will be provided through volunteering and engagement activities.

1.7 In order to satisfy the requirements of the Heritage Lottery Fund, the River Forth Fisheries Trust (the Trust) has drafted a high-level Memorandum of Understanding to formalise the collaboration of West Lothian Council, City of Edinburgh Council and the Trust and to define respective roles in its RiverLife: Almond & Avon programme. The MoU is

drafted. An official from City of Edinburgh Council has intimated the his organisation is willing to enter into this agreement. At the time of writing, officers from West Lothian are working with Legal Services to finalise the document such that it is acceptable.

1.8 In order to define roles and responsibilities for delivering each of the three key West Lothian-based projects under the programme and for the Council to transfer some of the risk it incurs accepting funding from SEPA and the Scottish Government to deliver the key projects on the ground, it is proposed to enter into further agreements specifically for the management of each project. It is possible that the City of Edinburgh Council may also be party to such an agreement in respect of the Almond Barriers project though this has not yet been confirmed.

2.0 Almond Barriers Project

2.1 In the last report to the Council Executive members were advised that one of the pressures affecting the wellbeing of the River Almond was the presence of physical barriers which prevent or severely limit the ability of migrating fish species to navigate to the upper reaches of the river.

2.2 The Almond Barriers Project has passed through the stages of specialist investigation, feasibility and optioneering. The process identified those options considered most technically suitable for easing fish passage at each of the sites by considering key risks and benefits.

2.3 The Council Executive noted and approved the terms of the report but indicated a clear preference for the installation of a Larinier fish pass at the Mid Calder weir rather than removal. Since that time another specialist has been consulted and a natural rock ramp is now proposed instead of the Larinier fish pass. This would be more natural looking and has fewer maintenance liabilities than the Larinier and is therefore commended to the Council Executive as a better option.

2.4 To date, the sum of approximately £1m has been invested to bring the Almond Barriers project to a point at which construction work may be tendered. Funding has to date been provided directly to the River Forth Fisheries Trust and the River & Fisheries Trusts of Scotland from the Water Environment Fund. In late January this year, SEPA advised that following a review the removal or adaptation of local authority owned weirs/dams which form barriers to fish passage would no longer be funded through the Water Environment Fund. This represented a substantial change in policy which would significantly affect delivery of the Almond Barriers project.

2.5 The basis of the decision was that (i) funds would not normally be allocated to restoration activities where the measures were already part of an individual's or organisation's responsibility under existing legislation; (ii) in cases where there is a redundant structure the owner would be expected to undertake the necessary mitigation measures. Therefore, in line with Scottish Government consultation 'Improving the physical condition of Scotland's water environment' (February 2015), WEF would not be available for improvement works on structures owned by public bodies or other not-for-profit public businesses such as Scottish Water.

2.6 Following receipt of this notification there was considerable interaction between officers from West Lothian Council, City of Edinburgh Council, the River Forth Fisheries Trust and officials from the Environmental Quality Directorate of the Scottish Government. After considering the various points made, the Scottish Government has since confirmed that by way of a transitional arrangement for this exemplar project, it is prepared to make available a grant for the cost of physical works in respect of those barriers in local authority ownership. A formal award letter is to be prepared when works are due to commence. Scottish Government officials have intimated that they hope confirmation of government

support will enable this project to move forward as originally planned.

3.0 Bathgate Watercourse Restoration Project

3.1 Following the last report to the Council Executive on this project, members approved a proposal to allow the Head of Operational Services to negotiate and enter into an agreement with SEPA. It has taken time for the Memorandum of Understanding to be negotiated and for clauses relating to the transfer of funding from SEPA to the Council and the way it is to be expended to be agreed. It is expected that the document will be finalised shortly allowing substantial funding to be transferred to the Council from the Water Environment Fund and be expended on this project under the Council's capital programme.

3.2 Because the Trust intends to continue to manage delivery of this project on the ground with the Council essentially funding it using monies it has received conditionally from the Water Environment Fund, agreement will be required to define the respective roles of each organisation and for the Council and to transfer some of the risk it has incurred in accepting funding from SEPA.

3.3 Considerable progress has been made by the River Forth Fisheries Trust. Agreement has been reached in principle with SEPA, subject to planning permission, being granted by the Council for restoration in respect of two reaches of the Bathgate Water between Glasgow Road and Whitburn Road.

3.4 A scaled-back proposal to improve the existing channel in the reach upstream of Whitburn Road has also been agreed in principle. It had originally been proposed that the Boghead Burn would be rerouted on a meandering course through open space owned by the Council but that proved technically difficult and too expensive due to the land being contaminated and a sewer passing through it. The modified proposal needs to be communicated to the Council as planning authority as the original planning application has yet to be determined.

4.0 Killandean Burn / Har'wood Water Blue/Green Network Project

4.1 Members will be familiar with Limefield Falls; a weir on the Harwood Water within the Limefield Estate, Polbeth said to have been constructed for James 'Paraffin' Young to mimic the famous Victoria Falls on the border between Zambia and Zimbabwe and which were discovered by his friend, explorer, David Livingston.

4.2 The structure is currently in a poor structural condition and no longer looks the way it did when it was built and altered the course of the river. At the suggestion of officers, specialists were commissioned some time ago by the River Forth Fisheries Trust to look into the feasibility of sensitively restoring the structure whilst adapting it so that migrating fish species, previously denied access for spawning in the upper catchment, could once again navigate the channel. A draft proposal has been brought forward which provides for the reconstruction of a bypass channel and the careful restoration of the feature, which is locally important.

4.3 Now that Heritage Lottery Funding for the overall programme has been agreed, the Trust proposes to consult Polbeth Community Council on the draft proposal before it can be finalised.

4.4 Further downstream, the Har'wood Water becomes the Killandean Burn and cuts its way through an area of open space owned by the Council. The Trust proposes to improve in-stream habitat for aquatic wildlife whilst improving paths, litter bins and benches and potentially providing public art. It is intended that much of the work in this reach of the burn corridor can be achieved working with community groups and other voluntary arrangements.

5.0 Almond / Avon Invasive Non-Native Species Project

5.1 Invasive non-native plant species (INNS) represent a serious threat to the riparian corridors of the Almond and Avon and their respective tributaries. The River Forth Fisheries Trust's multi-partner project to coordinate the control of INNS across the catchment of the River Forth over an initial three-year period using a complex funding package combined with the efforts of and volunteers, contractors and the Trust's own employees has now come to an end.

5.2 The recent award from the Heritage Lottery Fund along with modest funding from Scottish Natural Heritage allows for the continuation of this project for a further four years which will see the reach of the project extended and existing control sustained.

E. CONCLUSION

Ambitious targets have been set for rivers, with an objective for 96% to be at good status by 2027. Most of our rivers and bodies of water are subject to a number of pressures, each of which prevents them reaching good status.

Under a programme developed with the support of a Heritage Lottery Fund design-stage grant, the River Forth Fisheries Trust has developed a number of projects and has recently secured £1.65m of additional funding from the Heritage Lottery Fund to deliver a range of projects wholly or partially in West Lothian. In order to satisfy the requirements of the Fund, the River Forth Fisheries Trust has drafted a high-level Memorandum of Understanding to formalise the collaboration of West Lothian Council, City of Edinburgh Council and the Trust.

In order to meet the requirements of the Water Environment Fund, SEPA is transferring funding for the Bathgate project to the Council to be spent as part of its capital programme. Arrangements are in hand to agree the terms of the transfer.

Changes to the terms and conditions of the Water Environment Fund meant that the resources necessary to undertake work to mitigate the effect of physical barriers across the River Almond owned or part-owned by local authorities were no longer available. Following dialogue with the Scottish Government, a grant for the cost of physical works to those barriers in local authority ownership has been offered in principle to both West Lothian and the City of Edinburgh Councils by way of a transitional agreement for what it is hoped will be an exemplar project.

A number of other projects are also to be taken forward in Polbeth and Livingston along with more all-encompassing initiatives such as the continued control of invasive-non-native plant species which will benefit both the Almond and Avon catchments and will provide for a number of community engagement opportunities.

The ambitious programme being led by the Trust in partnership with the Council and others is ground-breaking. If delivered successfully over the next four years it will render a significant improvement in the environmental quality of some of the most degraded watercourses in the Forth catchment.

F. BACKGROUND REFERENCES

The Forth Invasive Non-Native Species Programme: Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel – 19 January 2012

Public Body Reporting on the Scottish Biodiversity Duty: 2011-2014 – Report by Head of Planning & Economic Development to the Council Executive – 16 December 2014

The Forth Invasive Non-Native Species Programme: Report by Head of Operational Services to the Council Executive – 07 February 2012

Restoration of the Bathgate Water: Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel – 12 February 2015

Restoration of the Bathgate Water: Report by Head of Operational Services to the Council Executive – 10 March 2015

Consultation on SEPA's Second River Catchment Management Plan for the Scotland River Basin District – Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel – 23 April 2015

SEPA consultation on developing the second river basin management plan for the Scotland River Basin District:

http://www.sepa.org.uk/water/river_basin_planning/scotland.aspx

Barriers to Fish Migration - River Almond – Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel – 04 June 2015

Barriers to Fish Migration – River Almond – Report by Head of Operational Services to the Council Executive – 30 June 2015

RiverLife: Almond & Avon Programme – Report by the Head of Operational Services to the Environment Policy Development & Scrutiny Panel – 13 September 2016

Appendices/Attachments:

Contact Person: Graeme Hedger, Senior Professional Officer 01506 776926

CMT Member: Jim Jack, Head of Operational Services

11 October 2016



COUNCIL EXECUTIVE

2016/17 WINTER SERVICE POLICY – ROADS AND TRANSPORTATION

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The *Code of Practice for Highway Maintenance 2005: Well Maintained Highways* recommends that councils should review and approve their Winter Service Policy annually. The purpose of this report is to seek approval for councils Winter Service Policy for 2016/17.

B. RECOMMENDATIONS

It is recommended that the Council Executive approves the Winter Service Policy 2016/17 as detailed in Appendix A.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Making best use of our resources
	Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Council's Winter Service Policy. Roads (Scotland) Act 1984 and The Code of Practice for Highway Maintenance 2005
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	The Policy will ensure that the service is delivered in a consistent and efficient manner which will meet existing performance targets and service standards.
V Relevance to Single Outcome Agreement	Maintaining strategic transport links within the community are necessary in order to deliver the SOA Outcomes. The Winter Service supports Outcomes 1, 2, 10 and 14.
VI Resources - (Financial, Staffing and Property)	Operational Services have a Winter Service budget for 2016/17 of £2.301 million to carry out their statutory duties under the Roads (Scotland) Act 1984 (Section 34).

VII Consideration at PDSP

On 13th September 2016, Environment PDSP discussed the 2016/17 Winter Service Policy and approved it for consideration by Council Executive.

VIII Other consultations

The Winter Service Policy was established after an extensive review in 2011.

D. TERMS OF REPORT

In Scotland, Councils statutory responsibilities regarding the Winter Service are defined in the Roads (Scotland) Act 1984, Section 34 which requires “that a road authority shall take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”.

The council’s current Winter Service Policy (summarised in Appendix A), is well established and is based on the Codes of Practice *for Highway Maintenance 2005: Well-Maintained Highways*. Following the severe winters of 2009/10 and 2010/11 a full review of the Winter Service Policy was conducted and the Winter Service Policy was updated and approved by council in November 2011.

The updates to the Winter Service Policy for 2011/12 included the inclusion of service standards and a definition for an “*Extreme Weather Event*”; a statement on resilience and salt conservation; and the policy promotes the benefits of self-help in line with Government recommendations.

The *Code of Practice for Highway Maintenance 2005: Well Maintained Highways*: recommends that councils should review and approve their Winter Service policy annually.

The revised Winter Service Policy for 2011/12 was fully implemented and has proved successful in dealing with the “normal” UK winters that we have experienced since.

Following the 2015/16 winter our operational processes were reviewed and the following improvements are being implemented:-

- Additional resources are being utilised from NET’s, Land & Countryside Services to complement our own operatives providing a more robust and flexible rota.
- Domain based forecasting with separate forecasts being obtained for the north and south of the county. This allows treatment plans to be more specific with resources being deployed appropriately providing an improved service to areas in most need.
- Our route maps are being reviewed and updated to reflect any newly adopted streets. These route maps and further information on how the council prioritise gritting can be found on the council website; along with details of our grit bin policy and self-help advice.

E. CONCLUSION

Following review of the 2015/16 Winter Service Policy, by officers, it is recommended that no changes are required and that this policy as detailed in Appendix A is approved for the coming winter season 2016/17.

F. BACKGROUND REFERENCES

Roads (Scotland) Act 1984

Code of Practice for Well Maintained Highways 2005

Appendices/Attachments: Appendix A – Winter Service Policy

Contact Person: David Wilson, Roads Operations Manager

Tel 01506 776651

Email: David.Wilson@westlothian.gov.uk

Jim Jack
Head of Operational Services

Date: 11th October 2016

The Winter Service Policy 2016/17 is summarised as follows:-

Carriageways	Road Type	Treatment
Primary Routes (SNOW ROUTES)	Important principal roads, major scheduled bus routes, routes to fire stations, hospitals, ambulance depots and local danger spots on highly trafficked roads and major industrial estates.	Gritting and/or snow ploughing 24 hours a day on all days. Pre grit if required. Planned or reactive.
Secondary Routes Level 1	Other classified routes, distributor routes and connecting routes between centres, minor bus routes, main accesses to schools, medical centres and residential areas.	Gritting and/or snow ploughing during normal working hours i.e. 0800 to 1505 hours Monday to Friday. Pre grit if required.
Secondary Routes Level 2	Residential areas, cul-de-sacs and other unclassified roads.	Gritting and/or snow ploughing during normal working hours i.e. 0800 to 1505 hours Monday to Friday. Reactive treatment only.
Secondary Routes Level 3	Surfaced areas within schools, roads within industrial estates, routes to car parks and car park surfaces.	Gritting and/or snow ploughing during normal working hours i.e. 0800 to 1505 hours Monday to Friday. Reactive treatment only.

Footways	Footway Type	Treatment
Primary Routes (SNOW ROUTES)	Urban shopping areas and precincts. Routes to schools, accesses to health centres and medical centres, hospitals, etc. main routes to residential areas and bus stops.	During November and March , gritting of widespread ice/snow clearing 0500 to 1505 hours Monday to Friday. During December, January and February the service will be extended to cover weekends and public holidays (0500 to 1505 hours). Reactive treatment only.
Secondary Routes Level 1	Other routes to schools, residential areas and housing areas in general.	Gritting of widespread ice/snow clearing 0800 to 1505 hours Monday to Friday. Reactive treatment only.
Secondary Routes Level 2	Footway links to car parks, community centres, day centres etc and cycle routes	Gritting of widespread ice/snow clearing 0800 to 1505 hours Monday to Friday. Reactive treatment only.

EXTREME WEATHER EVENT

An extreme weather event will be considered to be an event where continuous snow is forecast and likely to give significant accumulations in excess of 10cm over a substantial proportion of the council area. The snow will also be expected to remain in untreated areas for a prolonged period due to low temperatures before a natural thaw disperses it.

During periods of extreme weather and heavy continuous snowfall when roads and footways are affected by significant levels of lying snow, priority will be given to primary carriageway routes and primary footpath routes and these routes will be known as West Lothian Council's "Snow Routes". These routes are defined within the council policy and will be published on the council website. Gritters and footpath resources will be deployed on these specified snow routes continuously until satisfactory snow clearance has been achieved before resources are deployed to any secondary routes.

The policy is aimed at providing a minimum strategic network during periods of extreme weather and will provide access to key facilities and other transport needs.

RESILIENCE and SALT CONSERVATION

West Lothian Council procures and stocks salt supplies for use on the whole of the public carriageway and footway network during the winter period. A minimum stock of 30,000 tonnes of salt will be available at the start of the winter period.

In periods of an extreme weather event or periods of prolonged conditions that demand a high usage of salt it may be necessary to restrict the use of salt to snow routes only. For West Lothian Council, salt will be restricted to snow routes when the council reaches a minimum stock level of salt for 6 days resilience of continuous salting.

GRIT BIN POLICY

- Only provided on sites with difficult conditions.
- Bins will only be located where they can be filled from a lorry.
- Only replenished during and immediately after periods of adverse weather or upon request from the public as resources allow.
- No provision in private areas or car parks for internal use by either Council or any other public or private property such as schools, parks, hospitals, old people's homes, lunch clubs etc. unless a service level agreement is in place.
- Bins will not be designated to serve a carriageway if that carriageway is designated as a primary route or snow route.
- Bins will not be designated to serve a footway if that footway is designated as a primary route or snow route.
- Only written requests for bins will be considered.
- A request will not be accepted unless a location to site the bin has been agreed. Therefore, even if the criterion for locating the bin is met, none will be provided if residents cannot agree a position.
- The position of any proposed bin should not obstruct the passage of pedestrians.
- Grit bins will be left in-situ during the summer months unless the responsible officer confirms that they are causing a public nuisance.
- Bins should be yellow and tagged with a unique id number and their position recorded in the electronic database.

In times of an extreme weather event it is not always possible to service and replenish grit bins due to their location and the deployment of resources in higher priority areas.

In the event that West Lothian Council suspends the grit bin service then Road Services will provide temporary grit bags and grit heaps at strategic locations across West Lothian for use by the public. The locations of the grit bags and grit heaps will be advertised to the public when the service is in operation.

SELF HELP – WHAT CAN YOU DO?

There is no law preventing members of the public from clearing snow and ice from public roads and footways outside their properties and businesses. However, people should

exercise care and caution when attempting to undertake any snow clearing so that they do not create any further hazards through careless or inconsiderate actions.

Being a good neighbour during severe winter weather is usually welcomed. Detailed below is some advice provided by the Government on clearing roads and footways yourself:-

1. Do not use hot water as this could freeze, increasing the risk of injury to persons.
2. Choose suitable clothing for the task to ensure that you remain warm, clearly visible to traffic and that footwear provides a good grip.
3. Do not take unnecessary risks in the road and be aware that vehicles may find it difficult to stop quickly in icy conditions.
4. If shovelling snow consider where you are going to put it to avoid shifting the problem elsewhere, for example, avoid blocking other footways and drainage features such as gullies.
5. Use a shovel with a wide blade and do not overload the shovel with snow.
6. It is easier to remove fresh snow before pedestrians have compressed the snow into compacted ice.
7. Clear a line down the middle of the area to be cleared first to create a safer surface to work from.
8. Spread some salt on the area cleared to prevent the formation of ice.
9. Do not use too much salt as a few grams, about a tablespoon for each square metre that you clear should be sufficient.
10. If there is no salt available then a little sand or grit is a reasonable substitute. It will not have the same de-icing properties as salt but will improve grip underfoot.
11. Salt applied to the road or footway could be washed away by rain or snow and subsequently freeze – in this case a further application of salt should be used soon after the rain has ceased and before temperatures approach freezing.
12. Particular care and attention should be given to steps and steep gradients to ensure that snow and ice is removed – it may be beneficial to apply additional salt at these locations to reduce the risk of injury.



COUNCIL EXECUTIVE

WEST LOTHIAN COUNCIL'S OPEN MARKET ACQUISITION SCHEME

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise Council Executive of the outcome of a review of the council's policy on buying back former council houses and to seek approval for changes to the policy.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Note that since the council's buy back policy was last reviewed in 2009, three former council houses have been bought back under the terms of the policy;
2. Approve the proposed changes to the policy which are intended to increase the number of houses bought back by the council;
3. Agree that the name of the policy should be changed to the 'Open Market Acquisition Scheme';
4. Note that grant of at least £450,000 is available during 2016/17 to support the Open Market Acquisition Scheme in West Lothian during 2016/17; and
5. Note that between 15 and 20 former local authority houses and flats will be purchased by March 2017 by accelerating expenditure of the remaining £1.3 million housing capital budget for homelessness and that the properties purchased will be used as temporary tenancies.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources;
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The existing buy back scheme was approved by Council Executive in 2009.
III Implications for Scheme of	None.

Delegations to Officers

IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>We live in resilient, cohesive and safe communities.</p> <p>We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources - (Financial, Staffing and Property)	<p>The existing £1.3 million budget for homelessness for 2017/18 will be used to purchase former local authority houses and flats and these properties will be used as temporary tenancies in order to meet the increasing demand for homeless accommodation. The expenditure will be accelerated to ensure that budget is available to acquire houses and flats in 2016/17.</p> <p>Scottish Government grant of at least £450,000 is available for buying back former Council houses in West Lothian during 2016/17.</p>
VII	Consideration at PDSP	<p>The Buy Back scheme was previously reported to the Services for the Community PDSP in May 2009.</p> <p>This paper was considered at the Services for the Community PDSP on the 4th of October 2016.</p>
VIII	Other consultations	Finance and Property Services; Legal Services

D. TERMS OF REPORT

D1 Background

In 1997 the council agreed a policy of buying back former council houses. When the policy was first introduced, the purchase price was the original selling price and included reasonable legal costs of the transaction.

On 15 June 2009, the policy was changed and it was agreed that the council would carry out a formal valuation of each property being considered for buy back. It was agreed that the offer price would be the lesser of the actual selling price or 80% of the current market value.

When the policy was last reviewed, the housing market was in decline due to economic recession. More recently, there has been a recovery in the housing market with rising prices and stronger demand.

With the improved market conditions, the council's offer to purchase at the lesser of the actual selling price or 80% of the current market value is not attractive to owners and there has been no recent take up. Only three properties have been bought back using this policy since 2009.

Other councils, including Falkirk, North Lanarkshire, Perth and Kinross, and the City of Edinburgh have adapted their buy back policies to reflect current market conditions and subject to certain criteria being met, are willing to pay up to full market value.

The demand for social rented housing in West Lothian remains high despite the large number of new council houses built in recent years. The Housing Need and Demand Assessment 2 (HNDA) for Edinburgh and South East Scotland identified the need for 300 affordable housing units for West Lothian to be supplied each year between 2012 and 2032. 80% of the demand for affordable housing in West Lothian is for social rented housing.

The council's new build programme and RSL programmes will address part of the affordable housing shortage but will not meet demand in full. A revised buy back policy will help close the gap between demand and supply.

D2 Examples of Buy Back Policies Elsewhere

Other local authorities in Falkirk, North Lanarkshire, Perth and Kinross, and Edinburgh City Council offer to buy back ex-local authority stock and count these acquisitions towards their annual supply of affordable homes.

Falkirk Council

Analysis by Falkirk Council in 2012 found that 148 ex-stock properties were for sale under £100,000. This was recognised as an opportunity to purchase former council houses and add to their council housing stock.

The criteria of the scheme is as follows:

- The properties should be for sale on the open market
- Purchase of the properties is subject to a valuation by the District Valuer; the council would seek to secure the best value price that does not exceed the District Valuer valuation
- Each party will bear the costs of their own legal and valuation fees
- The size/type of properties should be one which is required to meet housing need
- Each property will also be assessed for its future rental potential
- The condition of the property is taken into consideration and the purchase of properties that require expensive upgrading is avoided.

Since 2012, Falkirk Council has bought back 206 former council houses. The difference between the home report price and sale price is -6.7% to date.

North Lanarkshire Council

North Lanarkshire Council's Open Market Acquisition Scheme was approved in January 2013, however in August 2014 it was renamed the Empty Home Purchase Scheme to provide clarity over the council's intention to purchase empty properties to bring them back into use. The scheme has similar criteria to Falkirk's Buy Back Scheme, however they add;

- The property must be sold with vacant possession; and
- Properties must have been vacant for a minimum of 6 months to help ensure that resources are targeted where owners are genuinely having difficulty selling.

Perth and Kinross

Perth and Kinross Council approved the purchase or 'buy-back' of ex-local authority properties in 2013. Since then approximately 50 properties have been bought through the scheme, in most cases these properties are allocated via a transfer led policy in order to create a vacancy chain. The council receives a lot of enquires and is unable to purchase all properties. Properties are selected based on need and are bought at the Home Report price minus any costs of repairs to ensure the property meets the Scottish Quality Housing Standard (SQHS).

Edinburgh City Council

Edinburgh City Council's strategy is to purchase homes where the council has over 50% ownership of homes in a block. This is funded by the disposal of homes in blocks where the council is the minority owner.

During the period January 2015 - January 2016, Edinburgh City Council bought six former local authority homes. This resulted in the council consolidating its assets by gaining full ownership in several blocks of flats. Acquisitions were only of vacant homes which became available on the open market. The council's is prepared to pay up to full market value for the purchases.

The council also sold six homes which resulted in it being able to fully divest interest in five blocks of flats. The flats that were sold were all vacant and in blocks where the council was the minority owner.

Following the successful one year pilot scheme, Edinburgh City Council has agreed to extend the acquisitions and disposals criteria to encourage tenants in minority owned blocks to move, by offering incentives similar to home loss and disturbance payments.

It is estimated that 50 acquisitions and 50 disposals could take place each year.

D3 Benefits of the scheme and proposed re-naming of the scheme

A revised policy on buy backs which results in more former local authority houses and flats being acquired by the council will bring the following benefits:

- The supply of social rented houses will increase, thus helping to meet demand for this housing tenure.
- There is potential to reduce the number of empty houses in West Lothian
- There is potential for the council to again become the sole owner in blocks of flats, thus making it easier to manage and maintain the blocks
- There is potential to use some of the flats and houses acquired as temporary tenancies, thus increasing the supply of properties available to support people who present as homeless

It is proposed to rename the scheme as the Open Market Acquisition Scheme. This is consistent with the terminology used in the Strategic Local Programme which sets out proposed projects which are to be allocated grant funding.

D4 Criteria

It is important to set clear criteria for the Open Market Acquisition Scheme. It is recommended that the properties should only be considered if they meet all the essential criteria.

Suggested **essential** criteria for buying back properties are as follows:

- The property must have originally been part of West Lothian Council or Livingston Development Corporation (LDC) housing stock
- The property must be sold with vacant possession
- Properties should be for sale on the open market and each party will bear the costs of their own legal and valuation fees
- A value for money assessment will be carried out and the council would seek to secure the best value price that does not exceed the Home Report valuation
- The property should not require more than £8,500 to be spent on it to bring it up to the Scottish Housing Quality Standard
- The property must be located in an area where there is demand for the type of property being purchased
- Only one and two bedroom properties will be considered unless there is a strategic reason for purchasing a larger property (e.g. to facilitate works in the Housing Capital Programme)

Suggested **desirable** criteria for buying back properties are as follows:

- The property for sale is in one of the highest demand areas in West Lothian
- The purchase of the property would result in the council being the sole owner in a block

The purchase of the property would result in a long term empty home brought back into use.

D5 Funding

Council Executive is asked to note that between 15 and 20 former local authority houses and flats will be purchased by March 2017 by accelerating expenditure of the remaining £1.3 million housing capital budget for homelessness and that the properties purchased will be used as temporary tenancies.

Scottish Government grant of at least £450,000 is available for buying back former council houses in West Lothian during 2016/17.

It is proposed to focus on the purchase of one and two bedroom houses only as these are the properties most in demand and produce the best financial return for the council.

E. CONCLUSION

The current buy back scheme has focused on buying back properties from owners in financial difficulty. It has resulted in a small number of former local authority houses being acquired by the council. A review of the policy has been undertaken and changes are proposed to make the scheme more attractive to home owners and result in more open market houses and flats being acquired by the council.

There is grant funding available to support a programme of open market acquisitions and this makes the revised scheme financially attractive to the council.

The revised scheme is likely to provide benefit to the council in terms of creating additional stock, easing the pressure on temporary accommodation for homeless applications, helping the council to become the majority owner within blocks of flats and reduce the number of empty homes within West Lothian.

F. BACKGROUND REFERENCES

Edinburgh City Council (2016) 'Acquisitions and Disposals Project Update', Health, Social Care and Housing Committee.

Perth and Kinross (2016) 'Buy-Back Scheme', Available [online] at:
<http://www.pkc.gov.uk/buybackscheme>

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Appendices/Attachments: None

Contact Person:

Courtney Gemmell, 01506 283486
courtney.gemmell@westlothian.gov.uk

Alistair Shaw
Head of Housing Building and Customer Services

Date of meeting: 11th October 2016



COUNCIL EXECUTIVE

RENT CONSULTATION STRATEGY

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the proposed rent consultation process by Housing, Construction and Building Services for year 2017/18.

B. RECOMMENDATION

That the Council Executive agrees that officers commence a consultation with tenants on the implementation of the approved rent strategy.

C. SUMMARY OF IMPLICATIONS

Council Values		
I		<ul style="list-style-type: none">• Focusing on our customers' needs• Being honest, open and accountable• Working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenant Participation Strategy.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	None
VII	Consideration at PDSP	None
VIII	Other consultations	Legal Services (Original 2012 consultation)

D. TERMS OF REPORT

The council's Tenant Participation Strategy and best practice places an obligation on the council as a local authority landlord to consult with our tenants on rent setting. The Tenant Participation Strategy also provides that the minimum period of consultation is two months.

At the Council meeting on 11 January 2012, the Council agreed a rent strategy based on an annual rent increase of 3% each year for the strategy period covering 2012-2017/18.

Taking into account these requirements, consultation with tenants will take place, and will include presentations to Housing Networks, The Financial Scrutiny meeting of the Tenants Panel, and on social media. These activities are scheduled to be undertaken between October 2016 and January 2017.

E. CONCLUSION

The programme of activity will allow the council to discharge its obligations in terms of the rent setting consultation for year 2017/18 as part of the agreed rent strategy.

Appendices/Attachments: None

Contact Person: Alistair Shaw 01506 281754

Alistair Shaw
Head of Housing, Customer and Building Services

Date: 11th October 2016



COUNCIL EXECUTIVE

UPDATE ON EUROPEAN STRUCTURAL AND INVESTMENT FUNDS

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of the report is to update the Council on the development of European Regional Development Fund (ERDF) and European Social Fund (ESF) programme activity in West Lothian.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes that approval has been obtained for ERDF and ESF Operational proposals under Business Competitiveness and Employability Pipeline in West Lothian; and
2. formally accepts the grant offers for the ERDF Business Competitiveness and ESF Employability Pipeline Operations.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Legal services team is preparing a partnership agreement which will mitigate risks for West Lothian Council.</p> <p>The requirements for environmental, equality, health and risk assessments are considered on a project by project basis.</p>
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	EU funding supports delivery of a number of business development, community regeneration and employment projects and programmes. The EU programme supports approx. 250 additional companies and 750 job outcomes per annum in West Lothian.

V	Relevance to Single Outcome Agreement	<p>Outcome 2: We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Outcome 3: Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
VI	Resources - (Financial, Staffing and Property)	<p>Operational Proposals under the ESF West Lothian Employability Pipeline £1,562,000.</p> <p>Operational proposals under the ERDF West Lothian Business Accelerator - £525,000.</p>
VII	Consideration at PDSP	Considered by Development and Transport PDSP on 8 August 2016.
VIII	Other consultations	Community Planning Partners, Finance, Legal & Procurement.

D. TERMS OF REPORT

D1 Background

Previous reports have highlighted the slow progress in the development of the Structural and Investment Funds programmes in Scotland. At the February 2016 Development and Transport PDSP it was noted that the Scottish Government had revised the timescales for approving Operation Applications for the 2014-2020 European Structural and Investment Funds covering both Business Competitiveness and Employability provision. The decision followed unforeseen delays in the completion of the Management and Control System (MCS).

This further delay in the decision process was extremely disappointing as the new Structural Fund Programmes were intended to be in place from mid-2014 onwards and 11-months had elapsed since the Strategic Intervention proposals had been submitted. These concerns have been raised with Scottish Government through joint lobbying channels. However, such is the importance attached to this issue that a letter was sent to the Cabinet Secretary for Infrastructure, Investment and Cities (Keith Brown) from Councillor Muldoon, seeking resolution on this issue and confirmation that the project approval would be retrospective to allow activity and grant income to be drawn down from October 2015. A response was received (appended to this report) confirming that retrospection was possible and indicating the intention to confirm approval of operational applications by 31 March 2016.

Since then, the referendum on EU membership has taken place. With regard to Structural Funds, Scottish Government officials have indicated that Scottish Government has legally committed European funds to projects up until the end of 2018 and in some cases 2019. The projects being funded support important economic, employment and social priorities. Scottish Government has a duty to manage the funds responsibly.

HM Treasury confirmed that all EU funding activity that has been legally committed before the Chancellors Autumn statement (scheduled for 23 November 2016) will be fully honoured. It is unclear at this stage what will happen beyond that point. On 3 October the Treasury extended this guarantee to projects committed up to the point at which the UK departs the EU.

D2 ERDF - Business Competitiveness

This Strategic Intervention Proposal was developed to enhance the delivery of Business Gateway provision – supporting business and employment growth for SMEs. The ERDF package will subject to confirmation from Council executive, be co-ordinated for the Edinburgh and Lothians by West Lothian Council although there are separate ERDF allocations for each council area. The total value of activity in West Lothian for first three and a quarter years is £1,325,000 (net ERDF £525,000).

It is anticipated that 482 businesses in West Lothian will benefit from intensive growth assistance, consultancy and access to specialist support.

D3 ESF - Employability Pipeline

This Strategic Intervention Application demonstrating the overall approach and expected results of ESF supported activity was submitted in March 2015, initially covering the period to end of 2018 and deploying £1,562,000 in ESF funding and total value of activity of £3,905,000. The detailed Operational Proposal was subsequently submitted to Scottish Government in early November 2015.

The West Lothian package focuses on tackling youth unemployment and targeting support for other inactive individuals with multiple barriers to employment including: disabilities, mental health issues, looked-after young people, and lone parents.

The menu of support proposed includes targeted interventions at all stages in the employability pipeline:

- Key worker support to young people
- Delivery of literacy, numeracy and core IT skills and ESOL
- Intensive personal and social development
- Entrepreneurship and self-employment support
- An integrated package for mainly young people with disabilities
- Work based training
- Short job-specific vocational skills
- Job brokerage

It is anticipated that the overall package will help support 2,200 job candidates with 910 progressing into employment and deliver training to 550 individuals in insecure/low paid employment.

D4 Project Grant Offers

Approval of the Operational proposals was finally confirmed (on 31 March 2016) and formal grant offers have been received.

D5 ESF - Social Inclusion

An additional allocation of ESF to deliver additional social inclusion activity has been earmarked to West Lothian. A Strategic Intervention has now been developed and submitted for consideration to Scottish Government which focuses on:

- Additional support to address mental health related issues experienced by unemployed and economically inactive;
- Advice on financial inclusion and access to financial services;
- Additional provision to improve employment prospects for lone parents and address gender imbalance in the job market.

The Strategic Intervention application was submitted to Scottish Government in May and Operational proposal submitted in August. It is anticipated that these proposals will also be approved to meet the deadline of being legally committed before the Chancellors Autumn statement.

E. CONCLUSION

Scottish Government has now confirmed approval for operational proposals under the two main ERDF and ESF Strategic Interventions applicable to council led business development and employability programmes. It is recommended that the Council Executive confirms acceptance of the grant offers.

F. BACKGROUND REFERENCES

Files held by Economic Development.

Appendices/Attachments: letter from Cabinet Secretary for Infrastructure, Investment and Cities.

Contact Person: David Greaves, Policy Manager Tel: 01506-283097,
david.greaves@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

11 October 2016

Cabinet Secretary for Infrastructure, Investment and Cities
Keith Brown MSP

T: 0300 244 4000
E: scottish.ministers@gov.scot



Councillor Cathy Muldoon
West Lothian Council
West Lothian Civic Centre
Howden South Road
LIVINGSTON
West Lothian
EH54 6FF



Your ref: CM/mm
Our ref: 2016/0005372
18 February 2016

Dear Cll. Muldoon,

Thank you for your letter of 8th February 2016, regarding the further delays to the operational applications to the European Structural Funds programmes 2014-2020. I note all that you write.

The Managing Authority (ESFD) has had to revise the timescales for approving Operation applications for the 2014-2020 European Structural Funds Programmes. This is due to delays in the completion of the Management and Control System (MCS) because of the audit problems encountered in the 2007-13 Programmes. The MCS is being developed extensively by my officials to avoid the past audit failures which triggered the current suspensions to three of the 2007-13 programmes by a number of organisations.

The current 2014-2020 programme Operation applications submitted in November 2015 should be approved by end of March 2016. Within the terms of the regulations Lead Partners may commence activity without a formal offer of grant letter, but do so at their own risk as ineligible expenditure/activity may be identified during technical and eligibility checks of the application. Several local authorities have opted to commence their operations without a formal offer letter, and expect to recover funds already spent, while bearing this risk in mind. This is common practice at the start of new programmes.

Although there have been delays in the new programme a small number of Operation Applications to the Youth Employment Initiative (YEI) recently formed part of a pilot scheme to test the MCS. If this had not happened then valuable EU youth employment funding would have been lost to Scotland. These applications were approved by 31 December 2015.

Finally, your offer of support to work with my Officials to ensure the 2014-2020 programmes operate effectively and compliantly is very welcome. I am sure they will be in touch should the need arise.

Kind regards

KEITH BROWN





West Lothian
Council

COUNCIL EXECUTIVE

PUBLIC HEALTH ETC. (SCOTLAND) ACT 2008 – JOINT HEALTH PROTECTION PLAN 2016-18

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Executive that the Joint Health Protection Plan for 2016-18, prepared by NHS Lothian in collaboration with The City of Edinburgh, East Lothian, Midlothian and West Lothian Council officers, has been updated as required by the Public Health etc., (Scotland) Act 2008.

B. RECOMMENDATION

It is recommended that the Executive considers and approves the 2016-18 Joint Health Protection Plan.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; making best use of our resources; and working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>It is a requirement under the Public Health etc., (Scotland) Act 2008 that a joint health protection plan (JHPP) be prepared, adopted and reviewed every two years. The statutory requirement is upon Health Protection therefore is not within the remit of the Integrated Joint Board.</p> <p>The activities within the JHPP align with the Scottish Government and local authority single outcome agreement health aspirations.</p> <p>The plan does not require a strategic environmental assessment. The plan promotes equality and assists in reducing risk to the council through forward planning activities.</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	One of the features of the plan is to report upon infections disease control. This is a publically reported performance indicators for environmental health; P:EH043_9b.2a: Number of cases of infectious disease reported to the service.

V	Relevance to Single Outcome Agreement	The JHPP supports delivery under SOA 6 – We live longer, healthier lives.
VI	Resources - (Financial, Staffing and Property)	The plan will be delivered within existing resources.
VII	Consideration at PDSP	The report was considered at the Environment PDSP on 13 September 2016 at which time the contents were noted and it was agreed to forward the report to the Council Executive for approval.
VIII	Other consultations	NHS Lothian, The City of Edinburgh Council, East Lothian Council and Midlothian Council.

D. TERMS OF REPORT

D.1 The Public Health etc. (Scotland) Act 2008 places a requirement on each health board, in consultation with relevant local authorities, to prepare and publish a joint health protection plan (JHPP). The original plan for the NHS Lothian area, prepared in 2010 and updated in 2012 and 2014, has now been further reviewed and updated by NHS Lothian's Consultant in Public Health Medicine in collaboration with Environmental Health Managers from the City of Edinburgh Council, East Lothian, Midlothian and West Lothian Councils.

Much of the plan is a collation of information on available resources, information about the disease burden within the Lothian's, and a summary of each partners' priorities. It identifies opportunities for joint working, joint training, and joint evaluation of outcomes following any public health incident. It builds on work already done and allows local authorities and NHS to better target their resources to common health improvement aims.

The plan identifies Scotland's goals in reducing mortality and morbidity from communicable disease, reducing exposure to environmental hazards, improving health, wellbeing and the quality and sustainability of the environment. It recognises that these are set out in the national and international policy documents. These are echoed in the shared key objectives of the communicable disease and environmental health functions of NHS Lothian and Lothian Local Authorities, which are:

- To reduce preventable illness and death from communicable disease and environmental hazards.
- To identify potential outbreaks of communicable disease at an early stage so that effective control measures can be put in place as soon as possible.
- To improve the ability to prevent further outbreaks.
- To work with partner agencies to put in place measures for effective management of non-communicable disease public health incidents.

The periodic review is to ensure that local authorities and health boards are aware of the contribution joint working can deliver and to make sure that each is aware of the other's priorities. The Plan will be a flexible document and will be refreshed as priorities change within each partner body. Each of the other partners will be presenting the Plan to their respective elected/board members for approval.

It is also a requirement within the Act that the local authority share with the NHS a list of officers designated as competent under the Act. This has been done under a separate letter to the Director of Public Health Medicine NHS.

Over the last five years, some key national health protection priorities have been restated in policy documents. These include the publication of the fourth edition of the Approved Code of Practice for the control of Legionella Bacteria in Water System, and the publication of the VTEC/E.coli O157 Action Plan for Scotland 2013-2017 which aims to reduce the incidence of this infection by setting strategic direction for key partners and emphasising collaborative roles. Additionally, NHS Scotland Resilience Guidance requires Chief Executives to ensure adequate preparedness for major incidents and emergencies.

The functions undertaken by Environmental Health complement those undertaken by the NHS. Health Boards and Local Authorities have a duty to co-operate in pursuit of protecting and improving the health and wellbeing of the local population. Environmental Health advise on the development of laws, regulations and policies at local, national and international level, and have responsibility for local implementation and enforcement in the following areas:

- Air quality
- Noise and other statutory nuisances
- Recreational water quality
- Drinking water quality (particularly private supplies)
- Food safety
- Living and working conditions
- Injuries at home and at work
- Public safety - exposure to hazardous substances

An extended list of priorities and activities are listed at section 5.1.2 of the plan. The mortality rate table at figure 3 (page 13) indicates that cancers, cardiovascular and respiratory issues feature as the top three most common causes of death in Lothian. All three of these causes of death are impacted by air quality, a growing area of work/resource allocation within West Lothian.

This refreshed plan also highlights that the contribution of physical surroundings to the health of those living in our most deprived areas of society is significant. Frequently less affluent communities are untidy, damaged and lacking in amenities; these factors create neighbourhoods which are often alienating and even threatening. This creates indirect environmental hazards to human health that act through a more complex causal pathway. This produces an unhealthy built environment which contributes to a cocktail of disadvantage inconsistent with health and wellbeing aspirations for adults and children.

E. CONCLUSION

The Public Health etc., (Scotland) Act places a requirement on health boards to prepare a joint health protection plan in collaboration with the representative local authorities. The guidance accompanying the act suggests that the JHPP be “formally submitted to the NHS Board and relevant local authority committees for sign-off, via clinical governance/risk management committees.”

This recently updated JHPP satisfies these legal requirements and it is recommended that, following consideration, the plan be approved, and once approved, the Chief Executive is asked to endorse it with his signature.

F. BACKGROUND REFERENCES

Environment PDSP 13 September 2016 - Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plan 2016-18.

Council Executive 19 June 2014 - Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plans.

Council Executive 24 April 2012 - Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plans.

Environment PDSP 22 March 2012 - Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plans.

Council Executive 29 June 2010 Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plans.

Environment PDSP 10 June 2010 - Public Health etc., (Scotland) Act 2008 – Joint Health Protection Plans.

Appendices/Attachments: The Joint Health Protection Plan 2016-18.

Contact Person: Andrew Blake Environmental Health and Trading Standards Manager
01506 282381. Andrew.blake@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration.

11 October 2016.

LOTHIAN

JOINT HEALTH PROTECTION PLAN



April 2016 – March 2018

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Foreword

This is the fourth Lothian Joint Health Protection Plan (JHPP), produced as a requirement under the Public Health etc (Scotland) Act 2008⁽¹⁾. This plan has been prepared in close collaboration between NHS Lothian and the four Local Authorities of the City of Edinburgh, East Lothian, Midlothian and West Lothian.

The partners have realised some benefits from the first three plans, including better relationships and working arrangements which have resulted in improved joint incident and outbreak management, joint training and continuing professional development (CPD) sessions.

The first plan provided guidance for the introduction of systems, identified resources that are required for delivery of health protection in Lothian and mapped out key components for implementing the Public Health Act. The second plan also identified priorities for joint working. The third and fourth plans take joint working further, particularly on areas of shared concern such as air quality but will also strengthen the shared approach to quality improvement between NHS Lothian and the four Local Authorities, building on the lessons learned during incidents that took place between 2012-2016 (Appendix 1).

NHS Lothian's Public Health and Health Policy Directorate, of which the Health Protection Team (HPT) is a part of, already works closely with colleagues in Environmental Health at Lothian Councils in the investigation and management of cases involving communicable diseases and environmental hazards. The Public Health etc. (Scotland) Act 2008⁽¹⁾, which came about as a response to the International Health Regulation (IHR), the Human Rights Act⁽²⁾ and emerging issues such as new infectious diseases and terrorism, has been helpful in clarifying roles and responsibilities in this existing arrangement.

Scotland's goals in reducing mortality and morbidity from communicable disease, reducing exposure to environmental hazards, improving health, wellbeing, the quality and sustainability of the environment are set out in the national and international policy documents^(1,3-7). These are echoed in the key objectives of the communicable disease and environmental health functions of NHS Lothian and Local Authorities, which are:

- To reduce preventable illness and death from communicable disease and environmental hazards
- To identify potential outbreaks of communicable disease at an early stage so that effective control measures can be put in place as soon as possible
- To improve the ability to prevent further outbreaks
- To work with partner agencies to put in place measures for effective management of non-communicable disease public health incidents and health improvement measures to mitigate health impact of environmental hazards

The Act has also provided an opportunity to develop our planning processes, linking local departmental plans and ensuring that our objectives match closely those of the wider NHS and Lothian Councils' planning systems.

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Over the next two years we will continue to work towards meeting these objectives, reporting progress on an annual basis through the existing planning processes including the new community planning arrangements set out in the Community Empowerment Act⁽⁸⁾.

The collaborative approach between NHS and Local Authorities was re-emphasised in the 2011 Scottish Government guidance on managing public health incidents⁽⁹⁾. The guidance clarifies the role of NHS Boards in sharing statutory responsibility for improving and protecting public health with Local Authorities and other partner agencies. Critical in this role is the joint formation of incident management teams, the provision of the necessary resources for management of incidents on a 24 hour basis and the continuous improvement of the quality of incident management. This guidance is currently under review.

Over the last five years, some key national health protection priorities have been restated in policy documents. These include the publication of the fourth edition of the Approved Code of Practice (ACOP) for the control of Legionella Bacteria in Water System⁽¹⁰⁾, the VTEC/E coli O157 Action Plan for Scotland 2013-2017⁽¹¹⁾ which aims to reduce the incidence of this infection by setting strategic direction for key partners and emphasising collaborative roles. Additionally, NHS Scotland Resilience Guidance requires Chief Executives to ensure adequate preparedness for major incidents and emergencies⁽¹²⁾.

This plan also supports key priorities identified in the Single Outcome Agreements (SOA)⁽³⁾ for each of the Local Authority areas between the Councils, NHS Lothian and their other community planning partners, particularly in relation to the Scottish Government national outcomes for health improvement, reducing health inequalities and delivering quality public services.

We wish to continue to improve our knowledge and the quality of the service we provide for the population of Lothian and welcome comments on this plan – please send these to: health.protection@nhslothian.scot.nhs.uk

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**Professor Alison McCallum
Director of Public Health and
Health Policy
NHS Lothian**

**Mr Tim Davison
Chief Executive
NHS Lothian**

**Ms Angela Leitch
Chief Executive
East Lothian Council**

**Mr Andrew Kerr
Chief Executive
City of Edinburgh Council**

**Mr Kenneth Lawrie
Chief Executive
Midlothian Council**

**Mr Graham Hope
Chief Executive
West Lothian Council**

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1 Preface

This joint plan for NHS Lothian and Local Authorities has been produced in accordance with the Part 1 guidance for The Public Health etc. (Scotland) Act 2008⁽¹⁾. This aims to:

- Provide clarity about which agency and persons have overall responsibility in protecting the public health, for example ensuring lessons learned from the fatal accident inquiry into the Central Scotland E. coli O157 outbreak⁽¹³⁾.
- Ensure preparedness and enhance co-operation among agencies in combating major emergencies, for example bioterrorism and lessons from SARS.
- Resolve gaps and uncertainties in the adequacy of statutory powers that might be required for communicable disease control, particularly for emerging hazards, for example early interventions in avian or pandemic influenza.
- Update the principles and concepts underpinning public health legislation for the twenty-first century to reflect changes in public health ethics and values, new scientific developments and the response to globalisation.

Purpose of the plan

The purpose of the plan is to provide an overview of health protection (communicable disease and environmental health) priorities, provision and preparedness and to support the collaborative arrangements that exist between NHS Lothian and Local Authorities. A joint overall steering group will continue to oversee the plan's implementation.

Geographical extent of the plan

This plan covers the NHS Lothian Health Board area, which includes the City of Edinburgh, East Lothian, Midlothian and West Lothian Councils.

Statutory responsibility

NHS Lothian has the statutory responsibility to produce this plan in consultation with the City of Edinburgh, East Lothian, Midlothian and West Lothian Councils.

Authors

The plan has been written through a consultative process by a working group comprising NHS Lothian's Director of Public Health and Health Policy, a Consultant in Public Health Medicine and other staff members and the Chief Officers of Environmental Health of the City of Edinburgh, East Lothian, Midlothian and West Lothian Councils. This team also constitutes the steering group which oversees the implementation of the plan. The agency representatives at the steering group which developed the plan were:

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Name	Designation
Mr Andrew Blake	Environmental Health and Trading Standards Manager, West Lothian Council
Mr Derek Oliver	Environmental Health Service Manager, East Lothian Council
Professor Alison McCallum	Director of Public Health and Health Policy, NHS Lothian
Dr Richard Othieno	Consultant in Public Health Medicine, NHS Lothian – Chair
Mrs Edel Ryan	Manager, Environmental Health, Midlothian Council
Mr Colin Sibbald	Food, Health and Safety Manager, City of Edinburgh Council
Mr Stephen Williamson	Food, Health & Safety Manager, City of Edinburgh Council

Governance Arrangements

This plan has been approved by the Board and Corporate Management Team of NHS Lothian, each of the Councils and the relevant elected member forum of each Local Authority. It has been adopted by NHS Lothian's Lothian Infection Control Advisory Committee (LICAC) and Healthcare Governance Committee (HCG).

Status

This plan is a public document and can be accessed by the public from NHS Lothian and Local Authorities' websites. Variations of this plan will be subject to consultation with the partner Local Authorities. This plan covers the period 2016-2018. This plan will be formally reviewed every two years.

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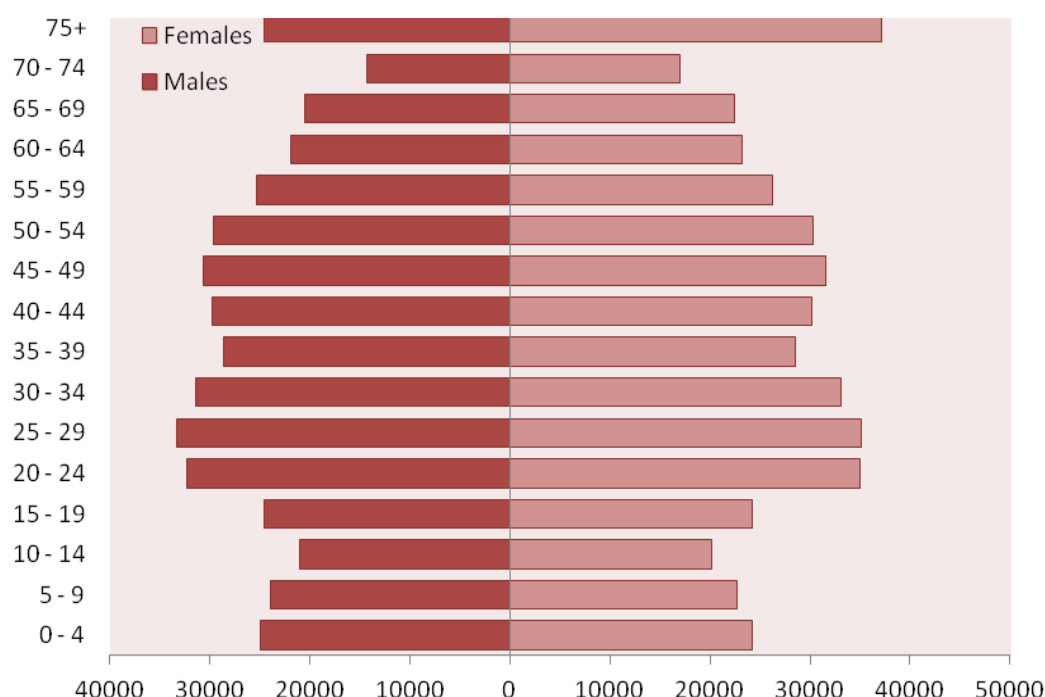
2 Overview of the Lothians

2.1 Population

Lothian is a geographically diverse area covering approximately 700 square miles, with a population of 858,090. The largest population centre is the City of Edinburgh (population 492,680). The remaining area is split into East Lothian (102,050), Midlothian (86,210) and West Lothian (177,150)⁽¹⁴⁾. The gender ratio is 49% male to 51% female⁽¹⁴⁾.

The age profile shows that mean age is 38, 16% are under 16 years, 66% are working age and 17% are pensionable age. The proportion of pensionable adults is highest in East Lothian (21%) and lowest in the City of Edinburgh Council (16%)⁽¹⁴⁾. **Figure 1** illustrates the current population profile by age and sex of Lothian⁽¹⁴⁾.

Figure 1: Lothian estimated population by age and sex: Mid 2014



Source: National Records Scotland (NRS)⁽¹⁴⁾

The population growth rate in Lothian is higher than any other Scottish Health Board. By 2037, the population of Lothian is expected to have increased by 23% from 2012 base population, compared to a national increase of 8.8%. The population of City of Edinburgh Council is expected to increase the most, with a 28.2% increase projected by 2037, from 482,640 in 2012 to 618,978⁽¹⁵⁾. The population of older adults in Lothian is also expected to grow significantly in the next ten to fifteen years as people are living longer due to improvements in health⁽¹⁵⁾.

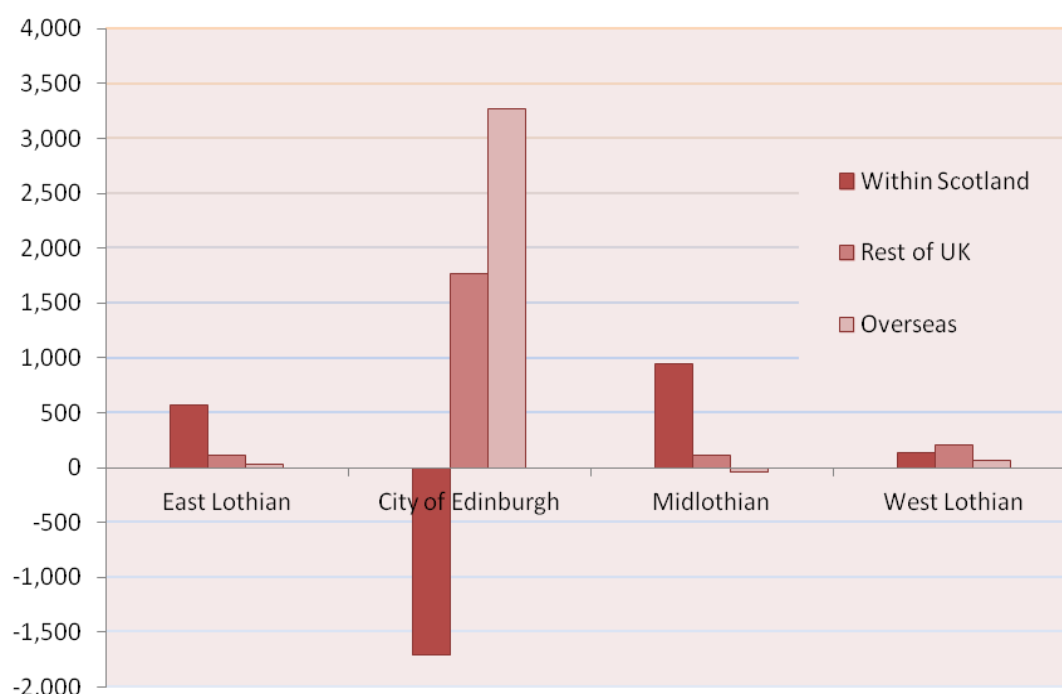
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The population of residents in the pensionable ages in Lothian is expected to rise by 35% in 2037. This rise will be most noticeable in West Lothian, which has traditionally had a younger demographic than other areas in Lothian but whose population of residents of pensionable ages is expected to increase by 47.3%. The working age population is projected to increase in all the Council areas by 2037, increasing the most in City of Edinburgh (28%)^(14, 15).

Migration and ethnicity

The most recent data available for the ethnic make-up of Lothian is from the 2011 National Census. In 2011, the population of the Lothians was made up of predominantly 'White Scottish' (77.8%), 'Other White British' (9.6%), White Polish (2.0%) and 'Other White' (4.9%). The remaining groups made up 5.7%⁽¹⁶⁾. There has been a significant rise in the migrant population over the last ten years, with the highest increase reported in the City of Edinburgh Council area (**Figure 2**)⁽¹⁴⁾.

Figure 2: Net Migration to Lothian by Local Authority Area: 2013/14



Source: National Records Scotland (NRS)⁽¹⁴⁾

Net migration figures have fluctuated over the past five years. East and West Lothian saw an increase up to 2008/09 but figures have generally since been decreasing. The migration rate increased steadily up to 2008/09 but has since decreased. On average between 2010-12 there was a net inflow of 6,631 people into City of Edinburgh per year, meaning that more people entered City of Edinburgh (30,137 per year) than left (23, 506 per year) (**Figure 2**)⁽¹⁷⁾. The Department of Work and Pensions collects information on the number of National Insurance Number allocations to overseas nationals. **Table 1** shows the five most common countries of origin associated with National Insurance numbers issued to overseas nationals in 2014 by council area. The data used to compile this information did not include dependants or adults who are not economically active⁽¹⁷⁾.

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Table 1: Countries of origin of persons seeking a National Insurance Number allocation in 2014

Council Area	Number of Countries of Origin	Top five most common countries of origin
East Lothian	23	Poland, Bulgaria, Ireland, Italy, Spain
Edinburgh, City of	88	Spain, Poland, Italy, India, Romania
Midlothian	17	Poland, Romania, Ireland, Italy, Spain
West Lothian	23	Poland, Hungary, Romania, Bulgaria, India

Source: National Records Scotland (NRS)⁽¹⁷⁾

Culture

Lothian hosts major cultural, educational and political establishments and events. These make the area an attractive place to live but can present challenges for health protection and emergency planning. These include:

- Edinburgh is the capital city, with the Scottish Parliament and Government, Holyrood Palace and Edinburgh Castle.
- A total of 250 primary schools including 22 independent and 17 complex and special needs schools which have primary departments.
- A total of 81 secondary schools including 18 independent schools which have secondary departments.
- Higher education institutions – Lothian has four universities and several college campuses, with a total student population of over 35,000.
- There are five teaching hospitals, with a staffing population of over 28,000.
- There are twelve annual international festivals, including the Edinburgh Festival, which bring many thousands of visitors to the city.
- There are major sporting events, such as rugby internationals, football matches, Open Golf championships and Commonwealth Games
- On occasion, Edinburgh, East Lothian and Midlothian host major world events such as the G8 Summit and Royal Events.

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2.2 Transport

Lothian has a complex transport network linking it to major cities in the rest of Scotland and United Kingdom (UK). These include:

- Major trunk roads include A1, A720 (city bypass), M8, M9, A68 and A7.
- Edinburgh airport, Waverley and Haymarket railway stations and St Andrews Square bus station. These are destinations and connection points for many local and international travellers. The Borders Railway running from Edinburgh, through Midlothian to the Scottish Borders opened in September 2015 and it is anticipated that car journeys would be reduced by 60,000 peak trips per year, which would reduce carbon emissions and alleviate traffic and accidents on the A68 and A7 roads⁽¹⁸⁾.
- Water transport – Lothian hosts the Leith Docks and Hound Point where many international vessels berth. It also has proximity to the Rosyth European Ferry Terminal.
- Lothian also has a canal that links Edinburgh and Glasgow. The canal is now largely used for recreational purposes.
- The Development of the first section of new tram system for the City of Edinburgh was completed in May 2014. Tram Line 1 is now operational between the city centre (York Place) and Edinburgh Airport. City of Edinburgh Council is now considering options for extending the line from the city centre to Leith. It is anticipated that the trams will contribute to the improvement of air quality in Edinburgh due to being zero-emissions at source and the modal displacement of a proportion of car and bus journeys
- Traffic pollution contributes to poor air quality. Air quality is monitored in all Lothian Local Authorities. There are five air quality management areas (AQMA's) in Edinburgh (the City Centre, Leith, Corstorphine, Inverleith, Glasgow Road); and three in West Lothian (Broxburn, Linlithgow and Newton) and one in East Lothian (Musselburgh). It is likely that further areas will be added or extended in the foreseeable future⁽¹⁹⁾.
- Midlothian had one declared AQMA at Pathhead which has been revoked following an extensive period of work to install a new gas main and connection to central heating systems across all housing tenures in Pathhead and neighbouring villages which has led to a significant improvement to air quality.
- There were 398,828 licensed vehicles in Lothian by September 2015. Car ownership patterns reflect the provision of public transport. In 2015, there were 0.32 cars per head of population in the City of Edinburgh, whereas in East Lothian, Midlothian and West Lothian there were more than 0.42 cars per head of population⁽²⁰⁾.

Active Travel is central to the City of Edinburgh's Transport 2030 Vision and Local Transport Strategy 2014-19 (LTS)⁽²¹⁾, as well as the Road Safety Plan for Edinburgh to 2020⁽²²⁾. It is seen as a potential significant contributor to many Single Outcome Agreement (SOA) objectives including on health, environment and economic development. The City of Edinburgh Council is the only city in the UK to sign up to the Charter of Brussels for a 15% cycle mode share (Edinburgh currently has a cycle to work mode share of approximately 7%) by 2020 and having the highest walking mode share in Scotland (currently 34%). The city has a significant length of safe, off-road, cycle routes but there are gaps in the network between paths⁽²³⁾. These are established in some locations and are in development in others. Considerable effort is

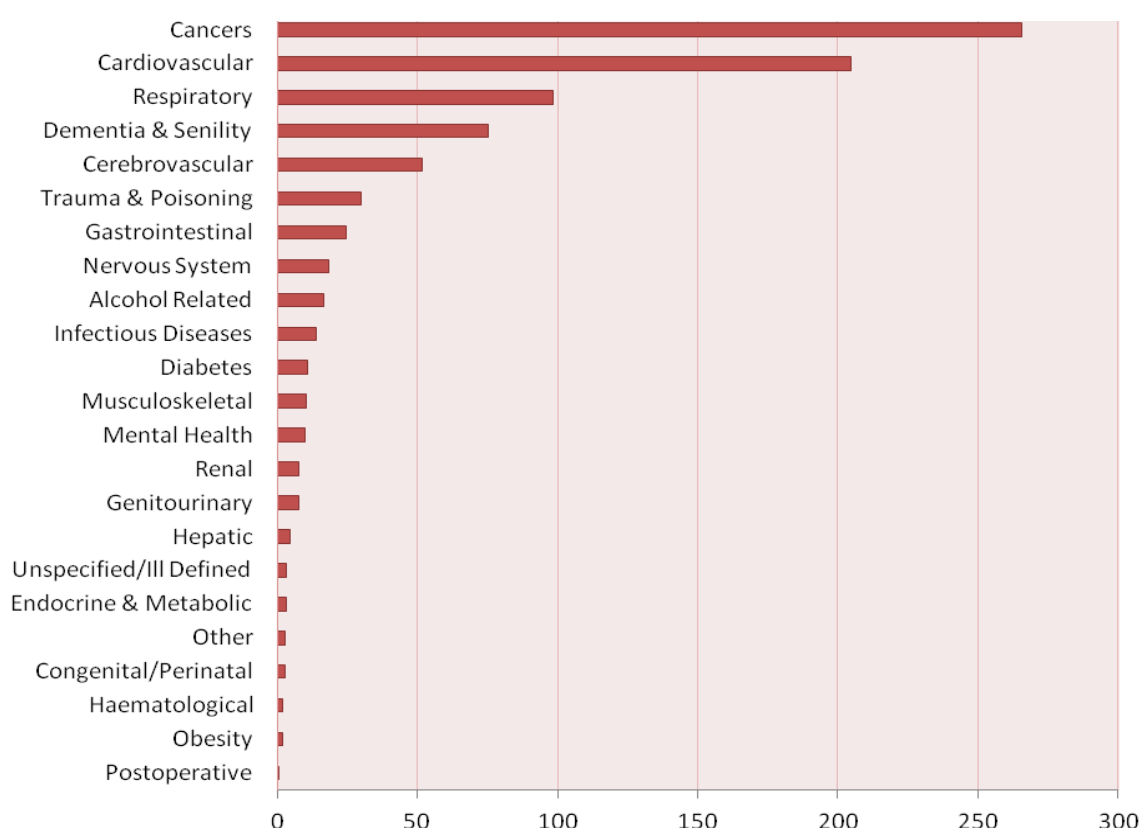
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being devoted to promote walking and cycling to school children and young people. This is designed to address traffic congestion, in conjunction with work on preventing obesity and reducing the proportion of people who are inactive. Furthermore with more people walking, traffic congestion reduces; air quality improves; and the risk of respiratory diseases reduces and increases productivity thereby bringing additional economic benefits⁽²¹⁾.

3 Disease Burden

The most common causes of death among the people of Lothian in the period 2013/2014 are listed in Figure 3. The physical environment plays a significant role in the causation of the top ten diseases which contribute to death in Lothian. Infectious disease processes feature as one of the top twenty causes of death in Lothian.

Figure 3: Causes of death (crude rates) in the Lothian during the financial year 2013/2014



Source: GROS, NHS Lothian Health Intelligence Unit⁽²⁴⁾

3.1 Communicable Diseases

The number of cases of notifiable diseases reported to the NHS Lothian HPT between 2013 and 2015 is shown in **Table 2**. Gastrointestinal diseases are the most common notifiable infectious diseases. Each case requires follow up by the HPT operational team and colleagues in Environmental Health, to ensure appropriate control measures are in place and to investigate the source of the infection.

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3.1.1 Tuberculosis

In line with the TB notification data for Scotland, the number of active Tuberculosis (TB) cases in Lothian has fallen considerably in the last five years. In 2015 there was a historic low of 48 TB cases notified in Lothian (source provisional ESMI data, HPS) with over 80% born abroad in high TB incidence countries. In addition, TB remains a disease of social deprivation with a higher incidence in the more deprived areas of Lothian.

The steps required for the prevention and treatment of TB are set out in the national TB action plan⁽²⁵⁾ produced in 2011 and the international agreement to eliminate TB from Europe⁽²⁶⁾.

In Lothian TB cases are regularly jointly reviewed by the TB specialist nurses, clinical teams in primary and secondary care, microbiology and public health. Each TB case is interviewed by the TB specialist nurses to identify their close contacts and these contacts are followed up as they are also at increased risk of TB infection. In addition NHS Lothian has started to expand latent TB testing amongst those most at risk of developing active TB disease in line with the new 2016 NICE guidance⁽²⁷⁾.

Table 2: Number of notifications of notifiable diseases in NHS Lothian, 2013 – 2015

Notifiable Disease/Organism	2013	2014	2015
Campylobacter	996	1084	1091
Mumps	73	170	254
Salmonella	108	99	125
Cryptosporidium	74	64	101
Giardia	54	41	46
Tuberculosis(Resp)	34	40	24
Tuberculosis (Non-Resp)	42	20	24
Bacillary Dysentery	24	26	38
<i>E. Coli</i> O157	21	16	18
Whooping Cough	141	73	168
Meningococcal Infection	9	18	19
Rubella	<5	10	<5
Measles	9	17	21
Legionellosis	8	8	9

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Vibrio cholerae	0	<5	0
Listeria monocytogenes	0	<5	<5
E. Coli (non 0157)	13	9	16
Haemophilus influenza type B	0	<5	0
Grand Total	1607	1700	1960

Source: SIDSS V2, HPZone^(28,29)

NB notifiable diseases are based on clinical notifications.

3.1.2 Vaccine preventable disease and vaccinations

Vaccine preventable diseases (for example, whooping cough (pertussis), measles, mumps and rubella) account for a small but significant proportion of notifications in Lothian. Each clinical notification and laboratory confirmed case is followed up by HPT to reduce the likelihood of further cases and offer vaccination if required.

There were no confirmed cases of measles or rubella in 2015 in Lothian. This is as a result of continuous efforts to maintain infant vaccine uptake at over 95%.

A significant outbreak of 341 cases of mumps occurred in Lothian from October 2014. Cases were initially identified within the student population with the outbreak originating in one University campus. Infection then spread to the general population in Lothian. The outbreak was declared over in July 2015.

Since 2012, Lothian, along with the rest of the UK, has experienced a large outbreak of whooping cough (pertussis). In October 2012, a maternal pertussis vaccination programme was introduced. This reduced the number of infant cases significantly. Whilst infants have been relatively protected by the maternal pertussis programme, the national outbreak has continued and in 2015 cases increased again. Uptake of maternal pertussis immunisation in Lothian at 65% is higher than national average but from 2016 further efforts will be made to improve on this including offer from an earlier stage in pregnancy.

These outbreaks demonstrate not only the importance of ensuring over 95% uptake of vaccines but demonstrate the importance of continuing improvement in vaccine quality and safety, including fit with circulating strains, preventing resistance and reviewing schedules in the light of changes of eg waning immunity, drift and shift.

Vaccination programmes

Childhood immunisation rates in NHS Lothian are amongst the highest in the UK for an urban population and close to the Scottish national average. By 2015, MMR uptake rates by five years of age in Lothian reached >95% uptake first dose and >90% second dose.

Whilst uptake of immunisation is generally excellent in Lothian, this is the result of continuous effort. Maintaining good uptake is especially challenging in inner city areas where there is frequent patient turnover and influx of new migrants. From 2013

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Scotland undertook significant expansion of the national immunisation programme, including:

- Rotavirus vaccination was added to the routine childhood schedule from July 2013 and successfully implemented in Lothian with uptake (at nearly 94%) higher than national average.
- Meningitis B vaccination was successfully added to the routine infant immunisation schedule from September 2015.
- Meningitis C vaccination was introduced for adolescents in January 2014. This was given as part of the secondary school vaccination programme (concomitantly with the teenage booster) to pupils in S3. From January 2016 this was replaced by meningitis ACWY vaccine.
- A programme of meningitis vaccination for first time University entrants was implemented in August 2014 (meningitis C) and 2015 (meningitis ACWY).
- An emergency meningitis ACWY vaccination programme was undertaken for all 14-18 year olds from August 2015. This was to avert a potential epidemic of meningitis W disease following a sharp increase in the number of cases over the last two years in England. The first phase for young people aged 16-18 was implemented from August 2015 in primary care. The second phase with offer to all pupils in S3, S4, S5 and S6 was undertaken in spring term 2016.
- Shingles vaccination for 70 year olds with a phased catch up (up to age 79) was introduced from September 2013.
- Extension of the flu vaccination programme to all children aged 2-11 (aged 2-5 and not yet at school via GP and primary school aged children at school) (as detailed below).

Primary school vaccination programmes

In 2012 the UK Joint Committee on Vaccination and Immunisation (JCVI) recommended extension of the seasonal flu vaccination programme to all children aged 2-17. This programme was rolled out over three years using flu immunisation by nasal spray. By years two and three (autumn 2014 and autumn 2015) vaccination was offered to all 64,000 children in Lothian's 250 primary schools. Within the 10 week period from October (constrained time period due to vaccine availability) over 40,000 children were vaccinated (uptake 68% in 2014, 64% in 2015).

Delivering such a substantial programme within a 10 week period from week of 1 October before mid December is challenging. The whole programme is very much a collaboration between NHS Lothian, Local Authority Departments of Education and head teachers in schools. High uptake will reap benefits for the children themselves, the community and the schools with anticipated fewer absences during the winter period. This new programme highlights the importance of the school setting for delivery of immunisations and the crucial joint working between the Education sector and NHS Lothian.

Secondary school vaccination programmes

Uptake of teenage booster (given in S3) and HPV (for girls in S1 and S2) in Lothian is significantly below national average (Figure 4; Figure 6). Pupils who remain unvaccinated by S4 (and later) continue to be offered vaccination, with resultant substantial improvement in uptake by end S4. The overall rate however remains

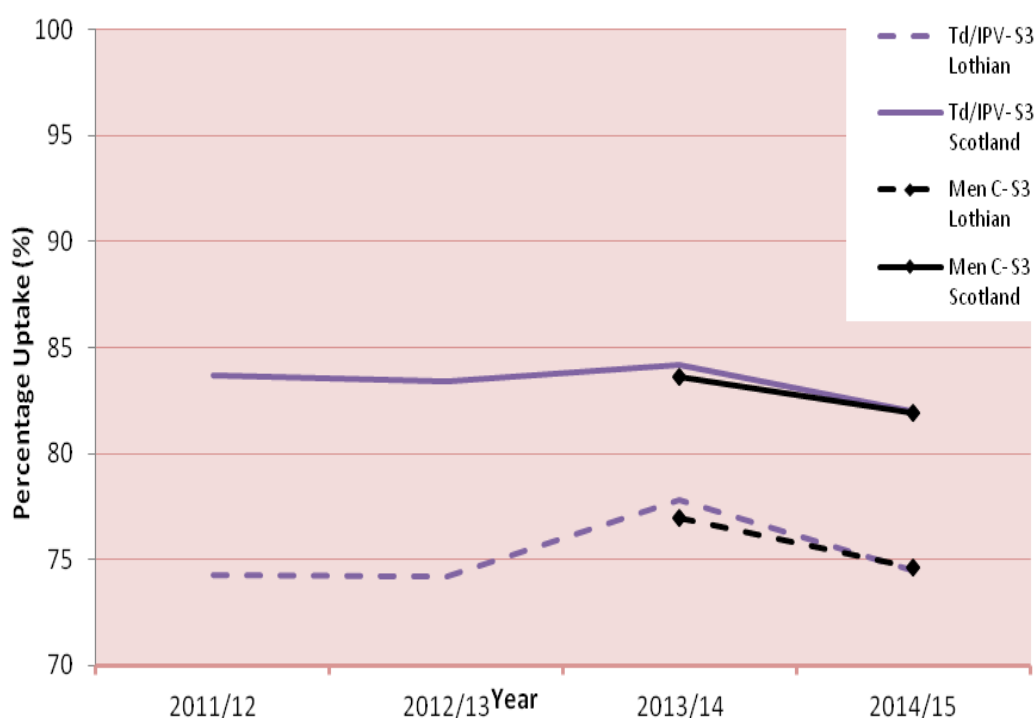
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significantly below the national average (Figure 5; Figure 6). The lower national uptake in 2014/15 is thought to be due to the decreased opportunities in schools for immunisation. Previously HPV vaccination required three vaccinations (and school nurses offered on five occasions in school). As that programme has bedded in, school nurses have gone into schools on fewer occasions and this is thought to have impacted on uptake of teenage boosters too.

Investigations into the reasons for this low uptake compared with other Board areas have highlighted the importance of promoting the value of immunisations with parents and pupils and aiming for much higher return of consent forms. A Lothian schools immunisation group has been established with representation from both NHS Lothian and local authority Departments of Education. Communication with schools has been stepped up with template text for emails, SMS messages, newsletters and internet sites to promote vaccination and return of consent forms. This has resulted in some improvement. The national HPV schedule has been reduced from three to two doses, and the election by NHS Lothian to offer this to be given as one dose in S1 and one dose in S2 will also hopefully lead to an improvement in uptake.

Uptake has been higher in schools where, through business managers, guidance teachers or others, they have been actively involved in return of consent forms. To achieve real improvements to protect the health of young people across Lothian we aim to build on and spread this joint working throughout Lothian.

Figure 4: Trend in teenage booster immunisation uptake rates for class year S3 in Lothian and Scotland, school year 2011/12 to 2014/15.

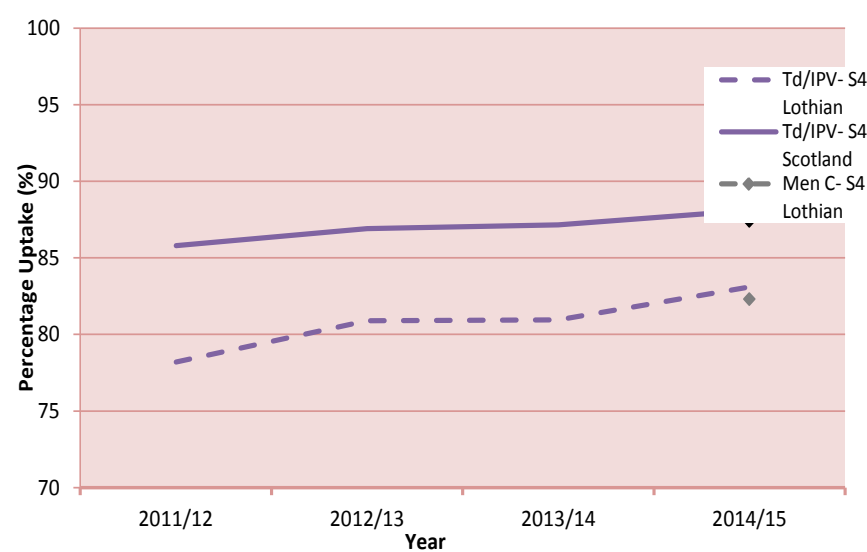


Men C= Meningitis C vaccine, Td/IPV= Tetanus, Diphtheria and Polio vaccine

Source: SIRS Immunisation System⁽³⁰⁾, Information and Statistics Division (ISD) Scotland⁽³¹⁾

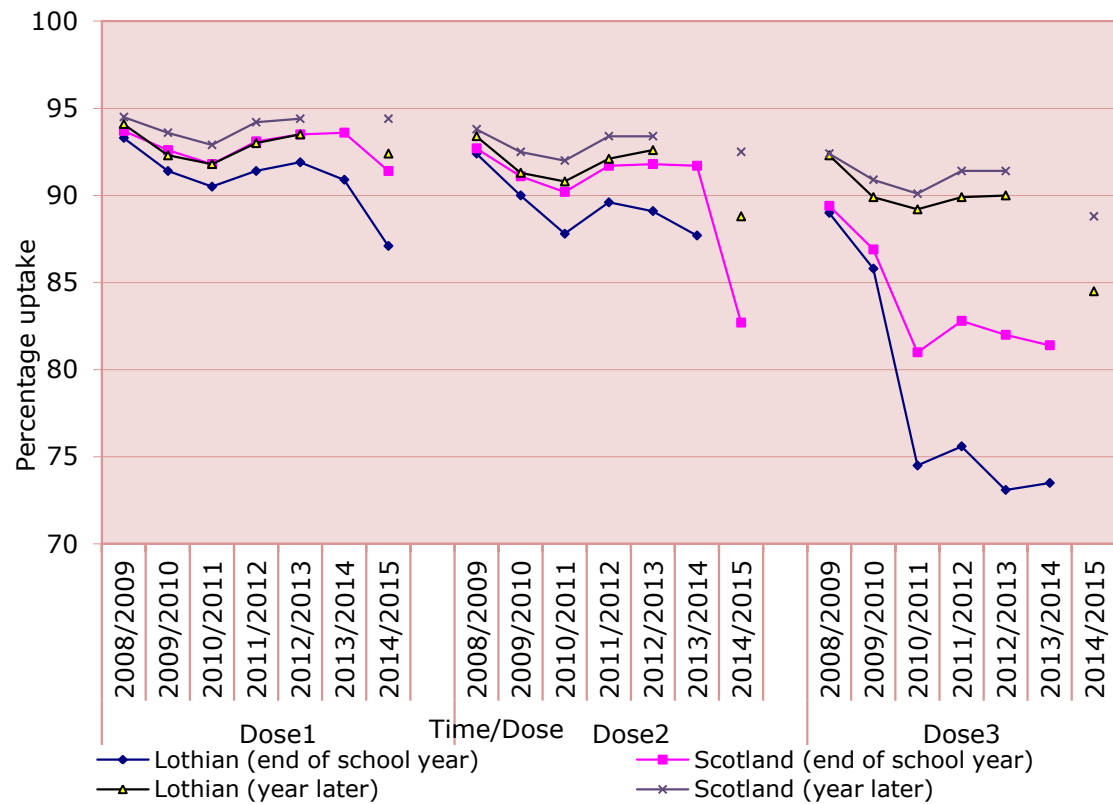
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Figure 5: Trend in teenage booster immunisation uptake rates for class year S4 in Lothian and Scotland, school year 2011/12 to 2014/15.



Men C= Meningitis C vaccine, Td/IPV= Tetanus, Diphtheria and Polio vaccine
Source: SIRS Immunisation System⁽³⁰⁾, Information and Statistics Division (ISD) Scotland⁽³¹⁾

Figure 6: Annual HPV immunisation uptake rates. S2 routine cohorts by the end of school year and one year later, Lothian 2008 – 2015.



Source: SIRS Immunisation System⁽³⁰⁾, Information and Statistics Division (ISD) Scotland⁽³¹⁾

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3.1.3 Substance Misuse and Drug related deaths

Substance misuse presents a variety of health protection challenges including cases of infections, outbreaks, toxicity and drug related deaths. In recent years many life threatening outbreaks of infections have emerged in Scotland, which have required investigation and surveillance. These include *Clostridium novyi*, anthrax, wound botulism and invasive group A streptococcus.

The number of drug-related deaths in Lothian has doubled over the last ten years (reflecting the national trend). According to official statistics⁽²⁴⁾ there were 105 recorded cases of drug-related death in Lothian in 2014 (most recent data). This is the highest Lothian total on record and accounts for 17% of all drug-related deaths in Scotland in 2014 (613 cases).

A drug-related death is defined as a death caused by a controlled drug (as listed under the Misuse of Drugs Act 1973⁽³²⁾). Opiates/opioids are implicated in most cases of drug-related death (both nationally and in Lothian). In the majority of cases death is due to polydrug toxicity. Methadone is the substance most frequently implicated in a drug-related death in Lothian (57 cases in 2014). However, in recent years there has been a significant increase in heroin-related deaths in Lothian (46 cases in 2014 compared to only 12 cases in 2011).

Analysis of case data has led to the identification of the following profile of patients most at risk of a drug-related death in our region: single, unemployed males in their early forties with a history of long term polysubstance misuse (intravenous use), history of co-morbidities (particularly long term conditions such as Chronic Obstructive Pulmonary Diseases (COPD), experience of depression, mental health difficulties and/or history of non-fatal overdose.

Drug-related deaths are reviewed by multiagency teams in each of Edinburgh's recovery hubs. There are also case review groups for West Lothian and Mid & East Lothian. Representatives from these groups meet quarterly under the auspices of the Lothian Drug-related Death Reduction Steering Group to share learning and to develop Lothian-wide approaches to addressing the risks associated with drug-related death. An action plan for 2016 is currently in operation.

3.2 Environment and Health

The European Public Health Association, in its 2011 report⁽³³⁾, noted that the environment is increasingly more complex and the link between health and environment has become so evident that it recommends immediate action by all governments and public health communities. According to the most recent WHO study⁽⁶⁾, about 24% of the global burden of disease and 23% of deaths are attributable to environmental risk factors. In a country like Scotland, WHO estimates that the proportion of the total burden of disease attributable to environmental risk factors is about 14%. Of the total global burden of disease, WHO estimates that 5.7% was attributable to environmental exposure to chemicals, the largest contributors being indoor smoke from second-hand tobacco smoke, solid fuel use and outdoor air pollution. The greatest impacts on health are on rates of cancers, cardiovascular disease, injuries and neuropsychiatric disorders⁽⁶⁾.

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3.2.1 Climate Change and Sustainable Development

There is substantial evidence that climate change is affecting many aspects of the world around us⁽³⁴⁾. Weather patterns are shifting, extreme weather is becoming more commonplace and temperatures in most parts of the world are rising. Some of the health effect of climate change includes earlier seasonal appearance of respiratory symptoms and longer duration of exposure to aeroallergens. Climate change may exacerbate health risks and inequalities associated with building overheating, indoor air pollution, flooding damage, and water and biological contamination in the indoor environment, if adequate adaptation measures are not taken⁽³⁵⁾.

The impacts of climate change in Scotland is less severe than in many other parts of the world, however, the impacts for individuals, businesses and communities can be devastating⁽³⁶⁾. Ensuring long term sustainability will depend on preparedness and resilience which can only be achieved when everyone accepts responsibility for their share of action and agree to work in partnership⁽³⁶⁾.

3.2.2 Air Quality

Evidence that poor air quality due to air pollution has both short and long-term adverse effects on health continues to accumulate. WHO defines air pollution as contamination of the indoor or outdoor environment by any chemical, physical or biological agent that modifies the natural characteristics of the atmosphere. Household combustion devices, motor vehicles, industrial facilities and forest fires are common sources of air pollution⁽³⁷⁾. Exposure to air pollutants is largely beyond the control of individuals and requires action by agencies at the national, regional and international levels⁽³⁷⁾. A multi-agency approach, engaging such relevant sectors as transport, housing, energy production and industry, is needed to develop and effectively implement long-term policies that reduce the risks of air pollution to health⁽³⁸⁾.

The Scottish Government has re-emphasised the importance of air quality and the impact on health in it's recently launched 'Cleaner Air for Scotland – The Road to a Healthier Future'⁽³⁸⁾, the new national strategy aiming to achieve cleaner air quality for Scotland. It emphasises the health implications of poor air quality and lays out a series of actions to be taken to bring about improvements. It is likely to bring about significant policy changes in a number of areas in which local authorities are involved or hold responsibility. The document lays down specific, timetabled actions for organisations.

3.2.3 The Social and Built Environment

Creating safe and positive environments for health requires us to think, plan and deliver in new and more effective ways⁽³⁹⁾. The quality of the environment can vary between different areas and communities. There is evidence that people who are socially and economically disadvantaged often live in the worst environments^(40,41). Poor environment can affect people's health and wellbeing and can add to the burden of social and economic deprivation⁽⁴¹⁾. The causes of these inequalities are often complex and long-standing. Some of the environmental problems are due to the historical location of industry and communities; others are the result of the impacts of new developments such as increased traffic and urban planning which has not prioritised healthy built environments. Tackling environmental inequalities and ensuring that all people have access to a good

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quality environment in the future is a continuing challenge. The responsibilities of Health Boards and Local Authorities are outlined in *Good Places, Better Health*⁽³⁹⁾.

The contribution of physical surroundings to the health of those living in our most deprived areas of society is significant, a view increasingly supported by the flow of evidence^(42–45). There are indications that there is no significant socioeconomic gradient in the level of known, direct environmental hazards to human health. Frequently though, less affluent communities are untidy, damaged and lacking in amenities. These factors create neighbourhoods which are often alienating and even threatening. This creates indirect environmental hazards to human health that act through a more complex causal pathway. This produces an unhealthy built environment that contributes to a cocktail of disadvantage inconsistent with health and wellbeing for adults and children⁽³⁹⁾.

Health outcomes are consistently poorer in communities with poor neighbourhood environments^(40–43). In *Equally Well*⁽⁴⁾, the Health Inequalities Task Force highlighted the need to work to reduce further exposure to factors in the physical and social environments that cause stress, damage health and wellbeing and contribute to health inequalities. Improvement in housing, increasing physical activity or reducing traffic pollution can happen through collaborative working between NHS Lothian and Local Authority partners to identify opportunities for health improvement in areas such as land use planning, transport, housing and environment.

Lothian is within the central belt region of Scotland where unconventional gas extraction is under consideration. The Scottish Government has placed a moratorium on unconventional oil and gas extraction until the results of a full public consultation and programme of research work have been concluded⁽⁴⁶⁾. As part of the research, the Scottish Government has commissioned a full public health impact assessment of the potential health impacts that might be associated with unconventional oil and gas extraction.

3.2.4 Improving the Environmental Health

In defining the role of health professionals, WHO identifies health institutions as highly visible, high-energy-use centres which can serve as models by reducing their own carbon emissions, improving health and saving money⁽⁴⁷⁾. It recommends energy management, transport, procurement (including food and water), waste disposal, buildings and landscape, employment and skills, and community engagement as good practice areas which have been shown to improve staff health and morale, create healthier local populations, stimulate faster patient recovery rates and save money.

The responsibilities of environmental and public health professionals for protecting and improving the environment include responding to current incidents, events and situations and preventing avoidable hazards and the consequent risks to public health by intervening before exposure has occurred.

The functions undertaken by Environmental Health complement those undertaken by the NHS. Health Boards and Local Authorities have a duty to co-operate in pursuit of protecting and improving the health and wellbeing of the local population. Environmental Health advise on the development of laws, regulations and policies at

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local, national and international level and carry the major responsibility for local implementation and enforcement in the following areas:

- Air quality
- Contaminated land sites
- Noise and other statutory nuisances
- Recreational water quality
- Drinking water quality – particularly private supplies
- Food safety
- Living and working conditions
- Injuries at home and at work
- Public safety - exposure to hazardous substances
- Skin piercing and sun-bed regulation

The NHS role is complementary and focuses on prevention, assessment, protection and mitigation of human exposure to environmental hazards and their health effects. In addition to food and water, these include:

- Chemicals, toxins, and poisons
- Ionising and non-ionising radiation – Electromagnetic Frequencies (EMF)
- Physical hazards – particulates, fibres and other factors related to the physical environment including climate change, extremes of heat, cold, flooding
- Accidental or deliberate or malicious release scenarios including Chemical Biological, Radiological and Nuclear (CBRN) warfare agents.

Systematic approaches are used to assess the potential positive and negative impact of developments on those who will be affected. The tools employed include: Health Impact Assessment; Strategic Environmental Assessment; Environmental Impact Assessment; screening of Pollution, Prevention and Control applications; the assessment of planning applications and investigating the health issues associated with contaminated land. These are essential elements of this work programme.

4 Health protection planning infrastructure

NHS Lothian and the Local Authority Environmental Health Department(s) have shared health protection plans and standard operating procedures (SOPs), some of which are developed jointly between the agencies, while others are produced nationally (Appendix 3). The plans are normally developed and reviewed every three years.

5 National health protection priorities

Scottish Government long term goals and priorities are aligned with those of the UK and Europe for protecting and improving health. Improvement in the environment is central to all these goals and priorities^(5,37,48–50). The WHO European Region is pursuing health as a key objective of policy making. This also includes a commitment to reducing disease inequalities in health outcomes across societies. The UK air quality strategy sets out a framework to achieve cleaner air that will bring health and social benefits to all its residents⁽⁴⁸⁾. In its Health 2020 vision⁽⁵¹⁾ the WHO European

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Region sets out four priority areas of action, which include: investing in health through a life-course approach and empowering citizens; tackling Europe's major disease burdens of non-communicable and communicable diseases; strengthen people-centred health systems and public health capacity, including preparedness and response capacity for dealing with emergencies; creating supportive environments and resilient communities⁽⁵⁾. In 2007, the WHO's Commission on the Social Determinants of Health⁽⁵²⁾ set out the evidence for change and objectives for action, as did the recent Fair Society, Healthier Lives *Strategic Review of Health Inequalities in England post 2010*⁽⁵³⁾. *Equally Well*⁽⁴⁾ and *Good Places, Better Health*⁽³⁹⁾ have already established Scottish priorities in terms of tackling health inequalities and the importance of the links between environment and health.

The Scottish Government now operates under a National Outcomes Framework⁽⁵⁴⁾ with a commitment to 'focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.'

In addition, the *Government Economic Strategy*⁽⁵⁵⁾ includes population growth as a key component of future sustainable economic development. Among the Scottish Government's five strategic objectives are commitments to a Scotland that is healthier, wealthier, fairer, safer, stronger and greener⁽⁵⁵⁾. These objectives are linked to a series of outcomes and associated indicators. A concordat, agreed by the Convention of Scottish Local Authorities (COSLA), set the terms of a new relationship between the Scottish Government and local government. The development of a Single Outcome Agreement (SOA)⁽³⁾ formed an important part of this relationship. The SOAs produced for each Local Authority⁽⁴⁵⁻⁴⁸⁾ area contain an overview of how the local community planning partners (including the Local Authority and NHS Lothian) will promote the Scottish Government's fifteen National Outcomes⁽⁵⁴⁾ and how this link to local outcomes. The community empowerment act encourages local planners of services to promote better community engagement and participation which will lead to the delivery of better, more responsive services and better outcomes for communities⁽⁸⁾. Health Boards and Local Authorities commit to delivering these outcomes jointly:

- Our children have the best start in life and are ready to succeed.
- We live longer, healthier lives.
- We have tackled the significant inequalities in Scottish society.
- We have improved the life chances for children, young people and families at risk.
- We live our lives safe from crime, disorder and danger.
- We live in well-designed, sustainable places where we are able to access the amenities and services we need.
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
- We value and enjoy our built and natural environment and protect it and enhance it for future generations.
- We reduce the local and global environmental impact of our consumption and production.

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- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

5.1 Local health protection priorities

5.1.1 NHS Lothian

Health protection priorities in Lothian are determined by international, national and locally identified potential hazards^(4,5,11,48,60,61). The national priorities are set by the Scottish Government. Local priorities are determined as part of the annual planning process during which hazards and potential hazards are identified. Prevention and mitigation are then allocated appropriate resources. The Chief Medical Officer for Scotland identified the 2008-2010 national health protection priorities listed below. These remain as key national health protection priorities and key area for local intervention.

- Healthcare Associated Infections (HAI) and antimicrobial resistance
- Vaccine preventable diseases and their impact on current and planned immunisation programmes
- A potential pandemic of influenza
- Environmental exposures which have an adverse impact on health
- Gastro-intestinal and zoonotic infections
- Hepatitis C and other blood borne viruses
- Tuberculosis
- Integrated Pollution Prevention and Control (IPPC)
- Strengthening surveillance
- Prevention of injuries

Health Improvement, Efficiency, Access to Services and Treatment (HEAT) targets are a core set of national objectives, targets and measures for the NHS. The targets are set for a three year period and progress towards them is measured through the Local Delivery Plan (LDP) process. Two of the targets relate to reduction in HAI and improvement in childhood immunisations. Under these targets NHS Lothian will focus its efforts towards:

- Further reducing HAI so that by March 2016/17 NHS Boards' staphylococcus aureus bacteraemia (including MRSA) cases are 0.24 or less per 1000 acute occupied bed days and the rate of Clostridium difficile infections in patients aged 15 and over is 0.35 cases or less per 1000 total occupied bed days.
- Improving childhood immunisations and vaccine uptake to 95% for all childhood primary and booster vaccinations by analysing uptake by practice regions and identify localised actions for improving uptake.

Specific programme priorities include:

- Pandemic Flu Plan: NHS Lothian maintains robust plans in conjunction with partner agencies involved with health and social care, including business continuity arrangements. NHS Lothian also actively targets at risk and occupational groups with seasonal flu vaccination.

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- Influenza: to contribute to the reduction in the burden of disease from respiratory infections and their complications, ongoing surveillance of influenza continues and NHS Lothian will ensure arrangements are in place to offer vaccination to the Lothian population against this virus in line with national guidance on liability to benefit.
- HPV vaccine programme: to reduce the burden of HPV related disease, specifically avoidable death from cervical cancer, NHS Lothian continues to implement the HPV programme for girls (born on or after September 1993) in school.
- TB control and prevention: to prevent the spread of TB, and to reduce the burden of disease, particularly among people who have other illnesses, NHS Lothian is implementing the national TB action plan priorities including, high risk groups; exploring local ways of identifying new entrants, implementing local systems of case-finding for latent TB infection in these entrants; working with statutory and voluntary organisations and groups who regularly come into contact with new entrants to support GP registration; engaging with primary care teams to highlight the increased risk of TB amongst problem alcohol users, homeless and drug users.
- Viral hepatitis: to reduce the avoidable burden of ill-health and premature death, including liver failure. NHS Lothian will implement actions on hepatitis B and C outlined in the Scottish Government Sexual Health and Blood Borne Virus Framework through the NHS Lothian Hepatitis Managed Care Network (MCN).
- HIV action plan: to reduce the burden of avoidable infection and illness, NHS Lothian will develop an integrated care pathway that includes prevention, early diagnosis, effective care and treatment provision to implement HIV standards produced by Healthcare Improvement Scotland in 2011.

5.1.2 Local Authority Priorities

Local Authorities provide advice and guidance to businesses on what the law requires, conduct inspections, carry out accident investigations, respond to complaints and take enforcement action where appropriate. The delivery of these activities aligns with a wide range of national and local strategies, including:

- The Health & Safety Executive (HSE) new strategy document *'Helping Great Britain Work Well'*⁽⁶²⁾ identifies six themes to protect people by management of risks in a proportionate and effective way, supporting innovation and increasing productivity. Local authority action will align with these themes. Priorities for LA interventions are prescribed in the National Local Authority Enforcement Code⁽⁶³⁾ and supplementary guidance.
- Food Standards Scotland recently consulted (March 2016) on a new Corporate Plan 2016-19 and Regulatory Strategy Document to deliver public safety through regulation of food industry. The final documents are awaited however local authorities will require to be mindful of these strategies in their annual Food Safety Planning process. This proposed strategy contained three key targets relating to food safety, eating for health and choice. These are addressed through routine enforcement and developing work with the Community Health [Care] Partnerships (CHP/CHCP) in promoting healthy eating choices in local catering establishments.

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- *Good Places, Better Health. A New Approach to Environment and Health in Scotland* (Scottish Government 2008)⁽³⁹⁾: this is an implementation plan looking at how the physical environment influences health. The Environmental Health contribution will be in protecting these environments.
- *A Children's Environment and Health Strategy for the UK* (Health Protection Agency)⁽⁶⁰⁾: this is a strategy for protecting children's health, including ensuring that they are free from food and water based infection, noise, heavy metals and breathe clean air, all of which are core Environmental Health activities.
- Councils have their own Anti-Social Behaviour Strategy documents⁽⁶⁴⁾. These recognise and value the importance of partnership working at various levels to tackle behavioural factors that impact on the health and resilience of local communities. Local Authorities contribute to tackling many of the environmental health issues impacting on people's wellbeing. This helps Local Authorities to fulfil their duty to improve quality of life including ensuring community safety, reducing injury, violence and self-harm as set out in the Local Government in Scotland Act 2003⁽⁶⁵⁾.
- The Approved Code of Practice (ACOP) 'The Control of Legionella Bacteria in Water Systems' (2013 fourth edition - also known as L8)⁽¹⁰⁾ was published by the HSE. This revised edition seeks to both simplify and clarify the text; this is in part achieved by separating management responsibilities from the technical guidance which is now published separately. In particular the ACOP now requires duty holders to:
 - Carry out and document suitable and sufficient risk assessments
 - Implement a written Control Scheme
 - Appoint a competent person to manage the control of the risk system (Known as the responsible person)
 - Carry out periodic reviews of control measures
 - Specify the duties and responsibilities of those involved in the design, manufacture, import, supply or installation of water systems
- The Vero cytotoxin-producing Escherichia coli (VTEC)/E. coli O157 Action Plan for Scotland 2013-2017⁽¹¹⁾ aims to reduce the incidence of such infections by setting strategic direction for key partners each of whose collaborative roles in implementing a total of 86 recommendations are clearly identified. This replaced the 2001 Food Standards Agency (FSA) task force report. The role for NHS Lothian, though not explicit in the plan, involves collaborating with Local Authorities in identifying possible sources of VTEC and instituting measures for control during management of cases and incidents. For Scottish Local Authorities environmental health services this means addressing key transmission pathways with a particular focus on:
 - Issues connected to private water supplies and their potential to pose a health risk if they are not correctly installed maintained and protected from sources of contamination such as animal faeces

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- Food sources which may pose a risk by focussing on the protection of ready to eat foods from raw, untreated or treated products which may contain E coli O157 whilst ensuring that consumers can make informed choices e.g. by the provision of point of sale information for unpasteurised cheeses sold loose, and
- By controlling contamination of the environment from animal faecal material at public places such as zoos, farm attractions and agricultural shows including ensuring that pasture is cleared of animal faeces both before and after recreational events involving animals.

The range of environmental health priorities are detailed in Table 3.

Table 3: Local Authority environmental health priority activities

Local authority priority activities	
Corporate and Business Advice – advising on local environmental health and public safety matters	Promotion of sustainable economic growth through business support and intervention Civic government licensing Advisor to Licensing Board
Emergency Planning – training for and responding to emergencies	Flood management Emergency planning preparedness Scientific services advice
Food safety - securing the hygienic standards of premises, and the compositional standards of food and water	Food Hygiene Inspections (cleanliness) Food Standards Inspections (composition) Food Sampling – Bacteriological Food Sampling – Chemical Food Alerts Labelling Food Information Regulations (FIR) Allergen awareness and control Food Hygiene Information Scheme, Eat Safe and Healthy Living Awards
Hazards – securing consumer and public safety issues	Petroleum Licensing Explosive Safety/Licensing Consumer/product Safety Anti-counterfeiting Chemical incidents New Psychoactive Substances
Housing – securing residential accommodation meets minimum standards	Housing Support Services Rough Sleeping Initiatives Housing Standards Issues Houses in multiple occupation Caravan Site Licensing Landlord registration
Public Health & Nuisance – investigation and enforcement of public health nuisances and concerns	General Public Health/nuisance Communicable Disease Investigation Pest control Port Health control Mortuaries, Cemeteries and Crematoria National assistance Act burials etc Smoking in public places

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Occupational Health & Safety – securing health, safety and welfare standards in local workplaces	Accident Investigation Health and Safety Inspections & other interventions Register of cooling towers (Legionella) Sun bed regulation Regulation of tattooing and skin piercing
Pollution and contamination – environmental monitoring and investigation of incidents and concerns	Noise Control Contaminated Land Chemicals and oil spills Radiation Monitoring Air Quality Monitoring Vehicle emission testing Consultee on Planning Applications (Fumes, dust, noise impact of developments on health, contaminated land remediation) Environmental impact assessment
Water Quality – monitoring of drinking water and recreational water quality	Water Sampling – Private and Public supplies Swimming Pool Sampling Recreational water quality – coastal and inland waters
Animal Health – investigation & enforcement of animal health and welfare standards	Animal Health and Welfare Animal Feed Stuffs Animal breeding and boarding Dog controls

6 Health protection risks/challenges unique to the Lothians

While there are shared health protection risks nationwide, Lothian also has its own unique ones. The Public Health etc. (Scotland) Act 2008⁽¹⁾ and other legislation provide a statutory basis for interventions and there is a shared risk assessment process with stakeholders. These stakeholders include Environmental Health and other appropriate Local Authority services, the police and fire services, the Scottish Ambulance Services (SAS), Scottish Water (SW) and the Scottish Environment Protection Agency (SEPA). The risks and challenges unique to Lothian and how they are managed are detailed in Table 4. In addition, Appendix 3 lists key health protection plans to manage incidents.

Table 4: Health protection risks/challenges unique to the Lothians

Unique Situation/Position	Risk/Challenges	Mitigation Measures
Host to several universities with large numbers of students in Halls of residence, flats and houses. For example, the University of Edinburgh has 16,000 students.	Increased opportunity for introduction and spread of infection. Increased use of houses in multiple occupation (HMO). And private sector residential accommodation	NHS Lothian works closely with universities regards monitoring and control of infection such as mumps and meningitis. Local Authorities regulate HMOs. Registration of private sector landlords and housing conditions including gas and electrical safety.
University centres for research including veterinary schools, nuclear	Bio-hazards, use of radio-active materials.	National arrangements are in place for the regulation and control of nuclear medicine and

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Unique Situation/Position	Risk/Challenges	Mitigation Measures
medicine, biohazards and life sciences research and bio-research facilities, for example Pentland Science Park.		biohazards in the universities and hospitals.
Host to Scotland's Capital City, Holyrood Palace, and the Scottish Parliament and associated VIPs.	Increased potential for terrorist incidents.	Regional resilience partnership (RRP) has emergency plans for CBRN ⁽⁶⁶⁾ incidents and major incidents. City of Edinburgh Council in liaison with key partner agencies, maintains the Edinburgh Major Incident Evacuation Plan.
Centre of culture which hosts annual festivals, Hogmanay /New Year celebrations, international events such as the G8 and major international sporting events (for example World Cup Sevens rugby and the Open Golf Championship), as well as associated VIPs.	Brings together populations from different parts of the world with a risk of new infection coming into the areas. There is potential risk of terrorism in large crowds.	Annual multi-agency plans are in place for such events. The Hogmanay plan is tested prior to the season starting. Appropriate plans are put in place for international events.
Port Health - Major local and international transport hubs in the local area including: Edinburgh Airport, Leith Docks, Hound Point terminal at South Queensferry.Waverley / Haymarket Train Stations. St Andrew's Bus Station.	There is a risk of imported infectious diseases from other countries.	NHS Lothian and City of Edinburgh Council have a port health response plan developed in collaboration with the airport authorities. Plans are underway for the development of other port health plans. International Health Regulations exist in the event of a serious infectious disease emerging locally.
Sites of potential flooding, for example River Esk, Almond, Water of Leith, Braid Burn, Burdiehouse Burn, Figgate Burn, River Tyne, Biel water, Brocks Burn and Linlithgow Mains.	Climate change is presenting a potential risk of Increased opportunity for displacement of individuals due to flooding, plus disease risk after any flooding incident.	Emergency flood response plans are in place. Flood Prevention Act duties are undertaken by Local Authorities.
Host to Torness Nuclear Power Station.	Risk of nuclear incident. Public concern.	Emergency plans are in place with partnership agencies.
Host to Addiewell (West Lothian) and Edinburgh prisons – includes vulnerable populations.	Prison population known to be at higher risk of hepatitis B. As a closed communal setting it is also at risk of communicable disease outbreaks. This population also has an increased burden of non-communicable disease.	NHS Lothian has close working relationship with prison staff for the provision of appropriate preventive measures and early intervention in incidents and outbreaks.
Breakdown of Water Supply system.	Potential risk of contamination of drinking water supply.	Considerable investment has been and continues to be made in the water supply infrastructure to improve quality and resilience.

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Unique Situation/Position	Risk/Challenges	Mitigation Measures
		Robust monitoring and sampling regimes are in place to ensure quality.
Private water supplies in more remote rural communities across the area.	Risk of contamination with infection and chemicals.	Routine sampling and monitoring by Environmental Health with grant aid available to improve the quality of the water supply.
Coastal water quality along the Firth of Forth is critical to the high quality environment for residents and visitors.	<p>These waters have a potential of flooding or being contaminated by agents such as oil spillage which could be a risk to public health.</p> <p>Breakdown of sewage infrastructure resulting in coastal water contamination.</p> <p>Major oil spill from tanker traffic in Firth of Forth</p>	<p>Multi agency emergency plans, including the Waste Water Incident Plan, Forth Ports Clearwater Forth Oil Spill Contingency Plan and City of Edinburgh Council Oil and Chemical Pollution Emergency Plan.</p> <p>Local monitoring by Local Authorities and SEPA.</p>
Tourism is a major contributor to local economy	Loss of reputation if major public health incident	Incident management plans Food and water safety controls.
Potential emissions and incidents relating to industrial processes in the area including: distilling brewing; electricity generation; open cast mining and quarrying; cement manufacture.	<p>Risk of major incidents and release of toxic chemicals. Increase air pollution from routine emissions.</p> <p>Legionella in cooling towers.</p>	<p>All the agencies have major incident plans which are regularly exercised.</p> <p>Local Authorities maintain cooling towers registers.</p>
Legacy of an industrial history and the associated issues of contaminated land including ex-mining areas and former landfill sites.	<p>Potential chemical environmental pollution.</p> <p>Complaints from communities with assertions of health risk.</p>	Contaminated land issues are addressed either by enforcing conditions attached to planning consents or invoking the powers contained in part IIA of the Environmental Protection Act (EPA) 1990(67). Monitoring by the Local Authorities and investigation and control of incidents where there is potential human exposure.
West Lothian hosts the second largest poultry flock in Scotland in addition to, arable beef and dairy farming.	Potential animal health risks (for example bird flu and other zoonoses).	Disease contingency plans are in place with relevant partner agencies (East Lothian, Scottish Government, Police, Animal Health and Plant)
Substance misuse including novel psychoactive substances.	Substance misuse is a common cause of ill health, death and drug related crimes.	<p>Most people with substance misuse problems are cared for by General Practitioners.</p> <p>Comprehensive range of multi-agency, evidence based prevention, treatment and care services in place coordinated through Alcohol and Drug Partnerships, Hepatitis action</p>

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Unique Situation/Position	Risk/Challenges	Mitigation Measures
Air quality issues.	Increased risk of respiratory and cardiovascular diseases.	plans. Local Authorities monitor air quality declaring Air Quality Management Areas (AQMAs) and developing action plans as appropriate.

7 Dealing with Public health incidents or outbreaks

Across the Lothians a number of health protection incidents and outbreaks of communicable diseases are dealt with each year. As reported in the Health Protection Team Annual Reports, there were 61 incidents in 2013/14 and 73 in 2014/15. About 15% of these incidents are related to HAI. Where necessary, these incidents and outbreaks have been managed within joint multi-agency and multi-disciplinary frameworks involving NHS Lothian and one or more of the four Local Authorities. Larger or more complex incidents may involve the Regional Resilience Partnership (RRP), Local Resilience Partnership (LRP) or the Scottish Government (SG), for example, the seepage of carbon dioxide into residential houses at Gorebridge in Midlothian in 2013/15, the Southwest Edinburgh Legionella outbreak in 2012, the Dalmeny Tank Farm incident of 2011 and the Pandemic Influenza outbreak in 2009. Some of the other incidents managed in the same period have been smaller in scale but have required specialist expertise and a considerable amount of resources to manage.

As part of the continuous improvement of incident and outbreak management, NHS Lothian, the Local Authorities and other partner agencies are revising and amending policies and practice. Lessons learned are disseminated actively to spread learning, including by debriefing meetings, final reports and review of the implementation of recommendations.

7.1 Emergency Planning and Business Continuity

NHS Lothian and Local Authorities are required to ensure it has effective arrangements in place to respond to emergencies and to manage business continuity disruptions, in accordance with the Civil Contingencies Act (2004)⁽⁶⁸⁾ and guidance including NHS Scotland's Preparing for Emergencies (2013)⁽¹²⁾. To do this NHS Lothian has established an executive level Resilience Committee which meets quarterly to lead and oversee resilience work. This comprises senior level representation from all areas of the organisation, including the Chief Executive. The committee has agreed a resilience work plan which includes quarterly reporting on resilience capabilities and a rolling programme of training, exercising and plan revision. This strategic level committee is supported by a Tactical Resilience Group and by management teams from across all NHS Lothian sites. The approach taken throughout this work is one of continuous improvement and staff engagement, to ensure resilience work remains focused on providing care and services.

In the last year NHS Lothian has updated its resilience governance structures bringing Business Continuity and Emergency Preparedness together in a single directorate,

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under the Director of Public Health. Resilience staff have developed generic tactical and strategic resilience plans which can be used in a flexible way to address many different types of emergency. Subject specific planning and exercising has also taken place, notably to respond to the risks posed by Ebola and other communicable diseases.

Wider community risks are collated by partner agencies and regularly updated in the community risk register. Planning, exercising, and training for these risks takes place at national and regional levels. In a major incident, joint working is essential to ensure that the Scientific and Technical Advice to the Regional Resilience Partnership reflects the complementary expertise of public health, environmental health professionals and other agencies. NHS Lothian has taken part in three national pandemic exercises and has revised its pandemic plan in the light of these. It has held a multi-agency exercise to examine the management of a firearms incident on a hospital site. This involved over 100 staff, with participants from Police Scotland, Scottish Ambulance Service and Scottish Government. This is complemented by a series of regular, small scale Control Room exercises.

In the coming years NHS Lothian will focus on the integration of cross-site resilience responses with those in local departments and specialties, and on applying the lessons identified in recent exercise. There will also be an increased emphasis on business continuity arrangements while maintaining the ongoing exercise programme and joint work with external partners.

7.2 Out of hours response arrangements

7.2.1 NHS Lothian

NHS Lothian out of hours arrangement involves the provision of on call staff. Public Health and Health Policy provides a 24/7 response and there is a contacts directory and a call-out process from the Royal Infirmary Edinburgh (RIE) switchboard in the event of an emergency. In the case of major incidents and outbreaks such as an influenza pandemic situation, support from other parts of the organisation, for example, scientific and analytical staff in Lothian Analytical Services, for weekend reporting as and when required. NHS Lothian has a service level agreement with Public Health Intelligence at National Services Scotland for the provision of public health intelligence and analytical services. From 2014 this responsibility will be set out explicitly in the service level agreement. The on call team can be contacted out of hours on **0131 242 1000**.

7.2.2 Local Authorities

The four Local Authorities have emergency out-of-hours procedures in place. These are accessed through call centres within each authority. The FSS has lists of nominated contact officers for each authority in case of emergency food borne incidents. Contact centre details are:

- City of Edinburgh **0131 200 2000**
- East Lothian Council **01875 612 818**
- Midlothian Council **0131 663 7211**
- West Lothian Council **01506 280 000**

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8 Resources and operational arrangements

NHS Lothian and the four Local Authorities in Lothian are committed to complying with the requirements stipulated in the 2011 Scottish Government guidance, on Management of public health incidents⁽⁹⁾, the VTEC/E. coli Action Plan⁽¹¹⁾, NHS Scotland Resilience Guidance⁽¹²⁾ and the revised Code of Practice (ACOP) for the control of Legionella Bacteria in Water System⁽¹⁰⁾ as priority areas. This will include providing staff trained to the agreed standard that are able to participate in Incident Management Teams (IMTs). These documents require that partner agencies maintain a level of resources regarded as adequate for and the support required for preventing and managing public health incidents.

The local health protection work is linked to National health Protection Oversight group through sub-committees for different health protection area such as environmental public health, and Gastrointestinal disease and Zoonoses of the Health Protection Network (HPN). The HPN is seen as a Network of existing professional networks in Health Protection across Scotland, which aims to improve health protection services in Scotland, by bringing those working in this field together in ways which facilitate learning from each other in a structured manner. The Society of Chief Environmental Health Officers in Scotland has representatives on almost all the working groups reporting to the Scottish Health Protection Network Oversight Group of which it is also a member. The Society cascades and shares information through its various working groups and meetings. A schematic diagram of this network arrangement is included as Appendix 5.

8.1 Staffing

NHS Lothian and the four Local Authorities have each appointed competent persons and share competent persons lists, in accordance with the Public Health etc (Scotland) Act 2008⁽¹⁾. **Table 5** shows the numbers of competent persons appointed by each agency. Each of the agencies will maintain sufficient numbers of competent persons and update the lists as appropriate.

Table 5: Designated Competent Persons as designated under the Public Health etc (Scotland) Act 2008

Agency	NHS Lothian	City of Edinburgh	East Lothian	Midlothian	West Lothian
Designated competent persons	13	31	6	3	5

**NB. These numbers may fluctuate*

In addition to the designated competent persons, Local Authorities and NHS Lothian can call upon a number of other staff who work within the overall remit of their services to assist in the investigation of incidents if necessary and appropriate.

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8.2 IT and communications technology

Information and Communications technologies are available to NHS Lothian and Local Authorities to facilitate health protection and environmental health work, including the management of incidents and outbreaks are set out below.

8.2.1 NHS Lothian Electronic Guidance and guidelines:

- NHS Lothian staff have access on the web e-library – the NHS electronic health library.
- NHS Lothian Public Health Staff who work out of hours are provided with a set of local guidance and guidelines for reference.
- NHS Lothian's HPT keeps a database of on-call guidance.
- SHPIR, the Scottish Health Protection Information Resource (Health Protection Scotland [HPS]) provides a suite of key nationally updated guidance.
- On-call staff have access to international travel advice and guidance via TRAVAX website.

Information Technology:

- Mobile phones and bleeps are issued to out of hours staff.
- Encrypted laptops and encrypted memory sticks are available for staff to take home when on-call.
- A standard operating procedure for establishing a telephone helpline within NHS Lothian is currently being developed by HPT and Telecommunication Department is nearing completion. This will ensure that a helpline can be set up rapidly, where it is considered appropriate to have an additional point of contact for the public during a an incident, to supplement NHS24.
- TRAK, the hospital patient management system, is used for accessing laboratory results and information relating to hospital patients.
- NHS Lothian SCI-store e-results, the Scottish Care Information System are used by GPs for notification to the board and storage of laboratory results used for managing patients.
- Scottish Environmental Incident Surveillance System (SEISS)⁽⁶⁹⁾ is a database of environmental health incidents in Scotland.
- Toxbase, a database that provides information on toxin and poisons for managing cases and incidents.
- The Scottish Infectious Disease Surveillance System (version 2) (SIDSS 2)⁽²⁸⁾.
- The Scottish Immune Recall System (SIRS)⁽³⁰⁾ is a database used as a call and re-call system immunisation programmes.
- Community Health Index (CHI) provides authorised members of staff patient identifier information which is used for tracing patients. Access is controlled by the Director of Public Health and Health Policy as Guardian of the CHI.
- The Electronic Communication of Surveillance in Scotland (ECOSS) is used for laboratory services notification to NHS Lothian Public Health Directorate and from the Directorate to HPS.
- The Airwave encrypted digital radio system was installed within NHS Lothian, in March 2011 with base sets, provided by Scottish Ambulance Service, located in our Emergency Departments. Two hand-held radios were issued by Scottish Government to Emergency Planning for use during a major incident.

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- NHS Lothian is part of MTPAS, the Mobile Telecommunications Privileged Access Scheme. Under this scheme a Network Service Provider (NSP) a single special privileged access SIM cards (MTPAS SIMs) to Category 1 (including NHS Lothian) and 2 responders, as defined in the Civil Contingencies Act (CCA) 2004⁽⁶⁸⁾, to allow continued communication when there is a network congestion or shutdown.
- NHS Lothian together with other Scotland health boards have introduced and are now using HPZone-Scotland⁽²⁹⁾ – a secure web-based decision support system for the control, surveillance and management of cases and incidents of infectious diseases and environmental hazards.

8.2.2 Local Authorities

Local Authorities have databases with detailed information concerning business operations in their areas, including risk assessment of their compliance standard and addresses and contact details for all food businesses. These systems are capable of interrogation and can be used to produce specific premises lists subject to the coding structures used. Edinburgh and West Lothian use Authority Public Protection (APP) by Civica; East and Midlothian use the Uniform system by IDOX technology.

- Support for the two Airwave Terminals previously provided by Scottish Government to each Scottish Local Authority Emergency Planning/Business Continuity/Resilience Units has been withdrawn. The City of Edinburgh Council has a small number of Airwave Terminals for its own use. Police Scotland maintains a pool of Airwave Terminals that can be distributed to partner agencies in an emergency.
- The Airwave encrypted digital radio system has been adopted by the Local Authorities Emergency Planning and Business Continuity Services. Two hand-held radios were issued by Scottish Government to each Local Authority for Emergency Planning for use during a major incident. Additional handsets may be accessed in the event of an emergency
- A number of the Lothian Local Authorities have key personnel who are also part of MTPAS, the Mobile Telecommunications Privileged Access Scheme to allow continued communication when there is a network congestion or shutdown.

8.3 Scientific and Laboratory Services

The scientific and laboratory services which NHS Lothian and Local Authorities require for surveillance and management of public health incidents, which are currently available include:

- NHS microbiological and biological laboratories based at the Royal Infirmary of Edinburgh and the national reference laboratories.
- Edinburgh Scientific Services
- Scottish Water laboratories
- SEPA Laboratories
- National Reference Laboratories for Feed & Food in the UK
- Health Protection Scotland analytical and epidemiological support
- Scottish Poisons Unit

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- Privately Contracted Laboratories

8.4 Collaborative Arrangements

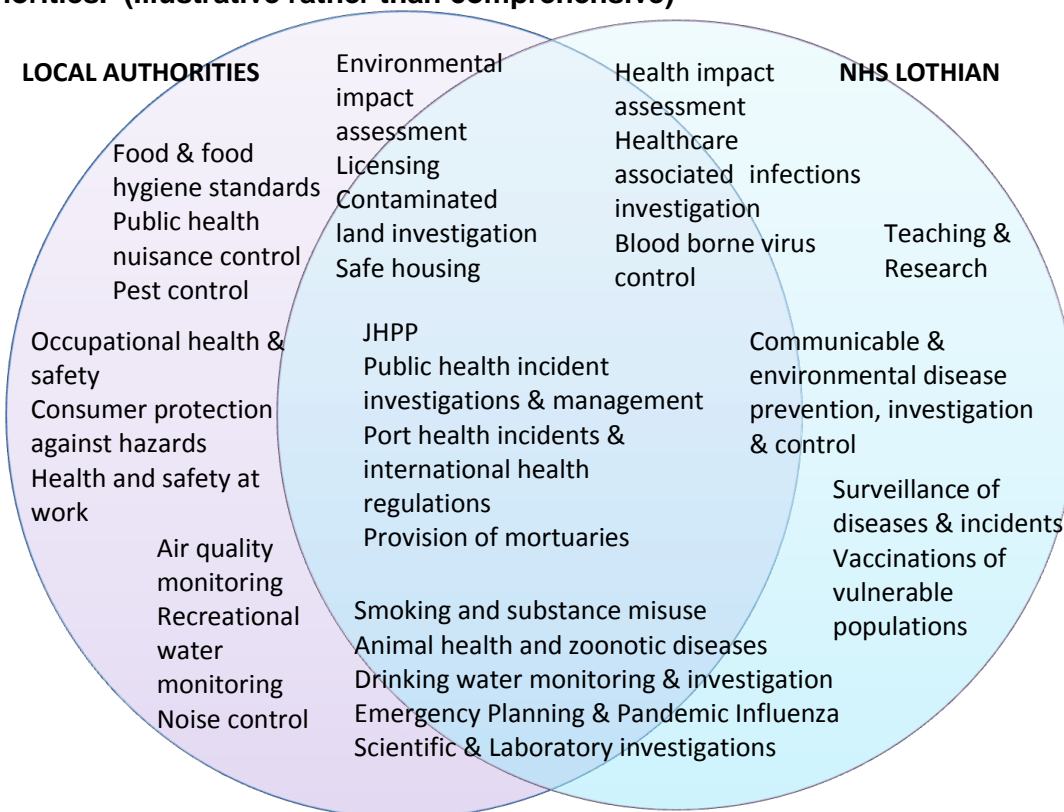
Figure 7 is an illustrative summary of the joint working and areas of collaboration between NHS Lothian and the four Lothian Local Authorities. The details on specific areas of joint working are in Appendix 1.

NHS Lothian has collaborative arrangements and links with national organisations and groups and at international level through Health Protection Scotland (HPS) and the Scottish Government (SG) for dealing with communicable diseases and environmental Hazards. Locally, organisational arrangements are in place to facilitate good collaborative working between NHS Lothian, Local Authorities and other health protection partners, including Animal Health and Plant Services, Scottish Water and other utility companies, the FSS and SEPA. NHS Health Protection Joint Liaison Group implements most of the collaborative activities between NHS Lothian and the four Local Authorities. Lothian Infection Control Advisory Committee (LICAC) meets on a bi-monthly basis to review policies and infection control issues. Health protection incident review activities also take place in a number of committees and groups. At regional level emergency planning activities are coordinated by the East of Scotland Resilience Partnership and the constituent Fife, Forth Valley and Borders Local Resilience Partnerships.

A national Scottish Health Protection multi-disciplinary and multi-professional, network representing a wide range of stakeholders, including NHS and Local Authorities has recently been established. The Health Protection Network has the key functions of supporting the development of good practice in the prevention and control of both infections and environmental hazards in Scotland. NHS Lothian and Lothian local authorities (through the Society of Chief Environmental Health Officers) are represented in various subcommittees of the network where development of new guidance, standards for best practice and continuous professional development in health protection also takes place. The Lothian representatives to these committees often bring back learning to share with colleagues. Appendix 5 shows the structure of the health protection network and the oversight group.

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Figure 7: Joint health protection activities between NHS Lothian and Lothian Local Authorities. (Illustrative rather than comprehensive)



8.5 Reviewing Health Protection Standard Operating Procedures (SOP) or guidance

The Directorate of Public Health and Health Policy has standard operating procedures for significant infectious diseases other hazards, outbreaks and major incidents. The HPT workplan includes reviewing standard operating procedures with partners. Those requiring review are identified based on their review date or the emergence of new national guidance.

Debriefs for significant incidents or major outbreaks are held to learn lessons from how they have been managed. These debriefs can be multi-agency and multi-disciplinary within the Directorate as appropriate.

The Local Authorities have standard operating procedures for a wide range of environmental health functions, including food safety and health and safety incidents. The two standard operating procedures, which are developed jointly between the Directorate of Public Health and the Local Authorities, are the sporadic food borne disease and gastrointestinal illness and the major outbreak plans.

NHS Lothian and the Local Authorities will continue to review operating procedures, including those that relate to the Public Health etc. (Scotland) Act 2008⁽¹⁾ duties (Appendix 2).

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8.6 Staff Knowledge, Skills and Training

The following arrangements are in place for ensuring the maintenance of knowledge, skills and competencies for staff with health protection duties.

8.6.1 NHS Lothian

The Director of Public Health and Health Policy issues a weekly professional update that includes training opportunities, courses and conferences as well as updates on policy, evidence and key meetings.

Audit and peer review sessions on on-going public health projects and activities are part of the weekly information exchange meetings and CPD sessions held in the Directorate.

HPT organises, as a minimum, twice yearly on-call updates as part of regular continuing professional development (CPD) sessions within NHS Lothian's Directorate of Public Health and Health Policy. Additional related sessions, providing training and exercising for Emergency Planning, are also provided.

HPT will inform on-call staff of other training day courses and conferences organised regionally or nationally and all staff on-call are required to participate in an Emergency Planning exercise on an annual basis. All consultants and senior specialist Trainee registrars who are within two years of Certificate of Completion of Training (CCT) are required to have experience of chairing a Problem Assessment Group (PAG) or equivalent at least once in every two years, to take part in a suitable multi-agency exercise (see below) or multi-agency incident response at least one in every two years and to be familiar with current issues in the Health Protection Team (HPT). Ideally staff will be offered the opportunity to attend the HPS on call course whenever it runs. There are limited places available each year for Health Protection Scotland (HPS) on call and Scientific and Technical Advice Cell (STAC) training. NHS Lothian supports CPD requirements for registered medical and other public health and the knowledge and skills framework requirements for professional, scientific and support staff for whom formal registration requirements are not yet in place.

8.6.2 Lothian Local Authorities

All Local Authorities have procedures in place for annual review of staff development needs, including support for meeting professional CPD requirements where appropriate. Environmental Health staff are encouraged to attend training or update events organised by NHS Lothian, Health Protection Scotland (HPS), the Royal Environmental Health Institute of Scotland (REHIS), the Society of Chief Officers of Environmental Health in Scotland (SOCOEHS) and Food Standards Scotland (FSS), for example. All Local Authority staff working in food safety and food standards are required to meet minimum competency and the ongoing professional development requirements of the Food Law Code of Practice⁽⁶¹⁾. Similar formal requirements have been developed in relation to staff working in relation to occupational health and safety.

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8.6.3 Joint Training

NHS Lothian and the Local Authorities keep training requirements under review, including developing joint training opportunities, particularly in relation to the Public Health etc (Scotland) Act 2008⁽¹⁾ duties (Appendix 2). In 2015 a refresher joint training session on the public health act was held covering a range of health protection scenarios requiring the invocation of public health orders.

An annual joint Continuing Professional Development (CPD) session has been established between NHS Lothian and the Local Authorities. These sessions are usually held in December and cover a review of significant outbreaks, incidents and events that have taken place in the course of the year.

9 Capacity and Resilience

9.1 NHS Lothian

NHS Lothian, in conjunction with Local Authorities and HPS, assessed the capacity and resilience of local health protection services in 2009. The assessment put a set of criteria into place and these were used to assess the status of health protection services. These criteria covered a number of areas, including: team composition; resources and education; communication mechanisms and technology; information management and facilities standards; policies; procedures; joint working and governance; on call and surveillance arrangements.

In the early part of 2011, NHS Scotland Resilience, following a review of emergency preparedness as part of a national audit of Health Boards, noted that there continues to be a proactive attitude towards emergency planning in NHS Lothian, which reaches through to the wider organisation.

NHS Lothian is developing more extensive mutual aid arrangement with neighbouring Health Boards and reciprocal appointment of Competent Persons as required by the Public Health etc. (Scotland) Act 2008⁽¹⁾.

NHS Lothian Health Protection Team staffing is constantly under review. A recent review noted that there was need for more staff, both consultant and nursing staff. As a result of this review there was an increase in nursing staff and the development of better ways of working is on-going.

9.2 Local Authorities

Each of the Local Authorities provides a core level of trained and competent staff to deliver a wide range of statutory environmental health duties. Local Authorities undertake their own service reviews on a regular basis. In addition they are subject to external scrutiny by the Food Standard Scotland (FSS) audit branch in relation to meeting the requirements of food safety legislation. Whilst historically, all of the Local Authorities have been able to provide health protection related services, there has been some contraction in areas of activity over recent years due to financial constraints.

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The 2013 Audit Scotland Report - *Protecting Consumers*⁽⁷⁰⁾, raised concerns about the longer term sustainability of Trading Standards (TS) Services particularly at smaller Councils (classed as those with less than eight TS staff) and also looked at food safety services.

The report acknowledged that Food Services were, on the whole, currently better resourced than Trading Standards but raised concerns for both services about loss of experience and expertise and ensuring core competencies and training for the future.

The report recommended more formal joint working arrangements and shared service options as possible solutions. While the report did not address wider environmental health functions, (e.g., public health work, environmental monitoring & investigations, nuisance and housing standards work, health & safety enforcement etc), there are similar concerns about these service areas too.

9.3 Approach to regulation

We will develop a work programme to introduce new ways of working designed to minimise the adverse impact of deregulation on the ability of the Health Board and Local Authorities to comply with their duties to protect and improve the health and wellbeing of the population. In developing our priorities for action we will examine the population impact of potential adverse events against the level of risk they pose and the likelihood of occurrence. Used appropriately, regulation is an efficient, effective and equitable tool for improvement. We will introduce new interventions designed to improve performance and new tools to measure our achievements.

10 Public involvement and feedback

10.1 NHS Lothian

10.1.1 Patient and Public Involvement

In NHS Lothian, involving patients and the public means involving them in how health services are designed and delivered⁽⁷¹⁾. This is achieved by working in partnership with Local Authorities, the voluntary sector and other community groups when planning health services and health policies.

Patient and public involvement in NHS Lothian health protection takes place through seeking feedback from service users and patients and through a variety of conferences and working groups. For example, the Hepatitis C Action Plan sub-groups and LICAC have public representatives.

The HPT have carried out a number of feedback projects over the last two years. These include:

- A survey of care home managers views on the advice and support given by HPT during outbreaks of norovirus and influenza.

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- Feedback from returnees who travelled to West Africa during the Ebola outbreak.
- Feedback from head teacher after a norovirus outbreak.

Learning from this feedback is used to improve our policies and practices in dealing with health protection issues. The HPT have a quality improvement team which co-ordinates this improvement work and meets on a monthly basis.

10.1.2 Staff and Partnership

The NHS Lothian Partnership Forum has been established as part of an area-wide employee relations framework that allows staff to influence how NHS Lothian works⁽⁷²⁾. In health protection terms this forum provides the opportunity of early involvement and the ability to influence decision making on health protection issues which affect staff. Partnership involvement is considered essential when any incident moves from being a Problem Assessment Group (PAG) which is a professional assessment of a potential incident to an incident being declared and a formal Incident Management Team being established. One of the most obvious roles for Partnership is providing advice and helping to ensure high levels of understanding and uptake when staff screening is necessary as part of incident management.

10.2 Lothian Local Authorities

Local Authorities carry out a variety of client and community consultation and feedback activities, using the results to improve the efficiency and effectiveness of service delivery. However, for the purposes of the JHPP, the main area of cross-client contact by environmental health staff is the investigation of incidences of gastrointestinal infections outwith a hospital setting.

11 Monitoring and review

An action plan has been developed (Appendix 2) to ensure that this JHPP is implemented effectively. The plan will be kept under strategic review by the steering group comprising the Director of Public Health and Health Policy, NHS Lothian and the Chief Officer(s) of Environmental Health of City of Edinburgh, East Lothian, Midlothian and West Lothian Councils.

The detailed implementation of the plan (see action plan Appendix 2) including review of incidents, procedures, staff training will continue to be the responsibility of the NHS Health Protection Joint Liaison Group, which meets quarterly in Lothian.

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Appendix 1: Joint Health Protection Activities between NHS Lothian and Local Authorities

Priorities: We have specified what are the current deliverables for completion in 2016-18, what are for delivery in two to three years time or, for further in the future. These can be listed as:

- **Deliverables** - for the coming year with expected outcomes and milestones;
- **Developmental** - for a specific timescale beyond the coming year with expected outcomes and/or milestones listed and;
- **Directional** – Horizon scanning for future public health issues;
- **Sustainability** - We ensure that once targets are reached we can maintain that level.

Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Emergency Planning					
Public health incidents	Ensuring the most effective protection of public through NHS and Local Authorities co-operation in investigation and control of outbreaks	Perform duties and functions defined under the Public Health (Scotland) Act. Assign appropriate staff and contribute resources required for the investigation and control of incidents and outbreaks.	Perform duties and functions defined under the new Public Health (Scotland) Act. Provide leadership for investigation of public health incidents and outbreaks. Exclude workers in high-risk occupations confirmed as having relevant infectious disease. Pay for exclusion of high risk workers.	Draw up joint plans for the investigation and control of incidents and outbreaks. Participate in incident and outbreak investigation, review and audits. Participate in multiagency exercises and planning events.	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Port Health	<p>Potential risk of importation of exotic infection from other countries. Increased potential for drug use. Lothian has major local and international transport hubs in the local area including:</p> <p>Edinburgh Airport, Leith Docks South Queensferry Hound Point terminal, Waverley /Haymarket Train Stations.</p>	<p>Inspection of ships for hygiene and vermin/pests</p> <p>Monitoring of water supplies.</p> <p>Enforcement of international health regulations, a designated port authority for the purpose of issuing ship sanitation etc. certificates.</p>	<p>Imposing appropriate Controls on ships and passengers when disease reported or suspected.</p> <p>Liaison with other agencies and health authorities.</p>	<p>Development of Joint operational plans. Response to airport call outs. Reducing risk of disease entering country via ports</p> <p>Ship Sanitation.</p> <p>Vermin control.</p>	Deliverable
	<p>Lothian is a centre of culture which hosts annual festivals, Hogmanay /New Year celebrations, international events such as the G8 and major international sporting events (e.g. Open Golf Championship, World Cup Sevens rugby), as</p>	<p>Work with the police to ensure safety at venues.</p> <p>Various licensing activities for entertainment, civic government, alcohol.</p>	<p>Ensure that Accident and Emergency department in hospitals have emergency plans to receive casualties.</p> <p>Work with other agencies to ensure adequate presence of first aiders.</p>	<p>Develop and test Hogmanay plans prior to the season starting.</p> <p>Monitor upcoming events and put in place appropriate plans for international and other large size</p>	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Mass Gatherings	well as associated VIPs. This brings together populations from different parts of the world with a risk of new infection coming into the areas. There is potential risk of terrorism in large crowds.			events, e.g. carried out planning of mitigation measures for potential public health issues associated with the Commonwealth Games 2014.	
Climate change.	Climate change presents a potential risk of increased displacement of individuals due to flooding, plus disease risk and mental health problems after any flooding. Incident sites of potential flooding include River Esk, Almond, Water of Leith, Braid Burn, Burdiehouse Burn, Figgate Burn, River Tyne, Biel water, Brocks Burn and Linlithgow Mains.	Put in place emergency flood response plans dealing with displacement and remediation. Implement Flood Prevention Act duties.	Provide advice on potential health risk in the event of flooding. Ensure healthcare provision for vulnerable populations during flood incidents. Provide healthcare to the affected individuals Contribute to the Local Authority flood plans. Identify NHS Lothian sites that are vulnerable to flood	Participate in multiagency exercises and flood planning events. Participate in multiagency flood incident management. Develop plans in line with Scottish Govt Climate Change Adaptation framework 2012	Sustainable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
			<p>risk and establish plans to mitigate the risk and ensure business continuity.</p> <p>Implement NHS Lothian Strategic Development strategy with actions to reduce carbon emissions</p>		
Radiation - Ionising and non-ionising	<p>Potential risk to public from radiation sources.</p> <p>Risk of nuclear incident.</p> <p>Risk of malicious release (terrorism).</p> <p>Sunbed use increasing cancer risk</p> <p>Radon accumulations increasing cancer risks.</p>	<p>Draw up a multi-agency off-site nuclear incident plan.</p> <p>Inspection and appropriate licensing of sun-bed operators.</p> <p>Monitor of radon gas in public building owned by the Local Authority and support families to monitor homes in potentially affected areas</p>	<p>Contribute to a multi-agency off-site plan.</p> <p>Monitor of radon gas in public building owned by the NHS and support families to monitor homes in potentially affected areas.</p>	<p>Participate in multiagency radiation exercises and planning events.</p> <p>Participate in multiagency radiation incident management.</p>	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Good Places Better Health¹⁰ (National Health Policy) issues					
Prison accommodation.	Lothian hosts two prisons – includes vulnerable populations. Increased risk of disease outbreaks such as hepatitis B, HIV and TB among prisoners.	Inspection of Prison kitchens under food safety and food standards legislation.	Develop close working relationship with prison staff for the provision of appropriate preventive measures and early intervention in incidents and outbreaks.	Participate in incident and disease outbreak investigation and control.	Deliverable
University accommodation.	Lothian hosts several universities with large numbers of students for example the university of Edinburgh has 16,000 students. Increased opportunity for introduction and spread of infection. Increase use of Houses in Multiple Occupation (HMO).	Regulation of HMOs. Investigation of housing standards issues. Protection of Private tenants through registration of private landlords. Promote Landlord Accreditation to increase standards above the statutory minimum	Put in place plans to work with university authorities in monitoring and control of infection such as mumps and meningitis.	Investigate and manage incident of infections and outbreaks when they occur.	

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Air quality.	Potential emissions and incidents relating to industrial processes in the area including: distilling and brewing, electricity generation, open cast mining and quarrying, cement manufacture etc. Risk of major incidents and release of toxic chemicals. Increase air pollution from routine emissions. Increased risk of respiratory and cardiovascular diseases.	Monitor air quality compliance with legislative standards. Declaration of Air Quality Management areas as appropriate and formulation of action plans. Respond to planning applications where air quality may be impacted Participate in the vehicle emissions and vehicle idling partnership	Contribute to the development of the national Air Quality Monitoring during major incidents. Ad hoc and advice on analyses of health impacts of air quality.	Participate in multiagency air quality exercises and planning events. Participate in multiagency air quality incident management. Consultation on air quality action plans.	

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Home Safety	Carbon monoxide poisoning. Fire risk. Safety of appliances. Risk from goods bought	Advice and complaint investigation about the safety of goods sold. Potential for surveys and test purchasing to check the safety of goods sold. Powers to seize unsafe goods.	Possibility of being asked for advice on potential risk to humans from products (e.g. those containing specific substances) Proactively offer advice to vulnerable populations in contact with clinical services e.g. children under 5. NHS Lothian also funds a range of child safety projects. Monitoring of accidents via routine data	Joint investigations as appropriate	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Housing	<p>Poor quality, energy inefficient housing is associated with respiratory ill health and winter mortality and fuel poverty.</p> <p>Overcrowding is associated with poor health.</p> <p>Housing design features may affect mental health, accessibility and risk of domestic injury.</p>	<p>Work in partnership with housing services to assess quality of housing with regard to the Tolerable Standard and to use statutory powers to secure improvement where funding permits or is of significant public health risk.</p> <p>Conduct the registration of Private Landlords scheme</p> <p>Develop and deliver the Local Housing strategy</p> <p>Deliver the Statement of Assistance in terms of housing</p>	Support for health impact assessments of housing developments.	Health Impact Assessments of housing development and regeneration schemes. Tackling inequalities	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		improvements			
Contaminated Land	<p>Lothian has a legacy of an industrial history and the associated issues of contaminated land including ex mining areas, former landfill sites etc.</p> <p>Potential chemical environmental pollution.</p> <p>Complaints from communities with assertions of health risk.</p>	<p>Identification of contaminated land and addressing problems found in accordance with national guidance contained in part IIA of EPA 1990.(guidance is not contained in statute also most issues of contamination are dealt with as part of the Planning process as part of redevelopment Monitoring of sites and investigation</p>	<p>Statutory consultee advising on risk to human from a wide variety of contaminants.</p>	<p>Investigation of assertions of risk and assessment of impact of remediation measures. Investigate contaminated land and take action to ensure health risks are eliminated or adequately reduced.</p>	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		and control of incidents where there is potential human exposure. Use a phased, risk based approach to the identification, investigation and remediation of contaminated land sites.			
Greenspace	High quality accessible green space is associated with better mental health and increased physical activity.	Open space strategy	Ad hoc advice on benefits of green space. Build into work on physical activity. Support for community gardening projects and greening of NHS estate.	Health impact assessments of green space proposals	Developmental
Transport	Transport can affect air quality, physical activity, injuries, access to health-promoting facilities, noise, community severance etc	Local Transport Strategy	Advice on health issues arising from transport policies and proposals	Health impact assessments of transport policy and strategy	Developmental
	Design of public spaces	Planning policies –	Advice on health	Health impact	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Quality of Public Realm	may affect levels of physical activity, mental wellbeing, social cohesion etc.	formulation, implantation and monitoring	issues arising from planning proposals	assessment of planning policies	
Strategic Environmental Assessment	SEA includes consideration of Human Health		Offer ad hoc advice and support on health issues in SEAs	Joint work on scope of SEAs	Developmental
Equally Well¹¹ (Joint Work to Tackle the Social Determinants of Health Inequalities) – National Health Policy					
Infectious and Communicable Disease Control	Food poisoning. Legionella.	Investigation of potential sources, contacts and causes in partnership with NHS. Taking appropriate formal and informal action to ensure potential source is adequately dealt with.	Addressing medical needs of affected persons. Investigation of potential sources, contacts and causes with assistance of Local Authorities. Advising on potential control options. Exclude high-risk persons.	Developing SOPs, planning for incident management, managing and controlling outbreaks and incidents and surveillance. Review of incident management and learning lessons.	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		Hold register of cooling towers etc. Sampling of swimming pools to ensure no risk to users.		Exclude high-risk persons.	
Health and Safety at Work	Potential exposure to carbon monoxide from use of solid fuel appliances in commercial kitchens	Interventions, including inspections and formal action where appropriate, to ensure awareness of new HSE guidance to the catering trade and ensuring compliance to minimise risks to employees and neighbouring residents	Advice on health risks (Healthy Working Lives)	Joint investigations if incident of serious injury or public concern. HPT referral to LA if patient hospitalised with elevated CO levels.	Deliverable
Animal Health and zoonotic	Procedures supporting the control of BSE, bird flu, rabies, bovine TB etc.	Monitoring of controls on animal health. Appropriate formal and informal action to deal with	Working with Animal health to monitor the occurrence of zoonotic disease in livestock and domestic animals.	Investigation and control of incidents and outbreaks of zoonotic diseases.	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
diseases		problems found. Monitoring of controls imposed as part of animal diseases, such as animal movement orders.	Advice on potential risk to human arising from animal health activities including outbreaks of animal diseases. Advice on vaccination to population at risk including travel abroad.		
Smoking, Alcohol & Substance Misuse	Smoking is the single largest preventable cause of premature mortality. Substance misuse is a preventable cause of ill health, death and drug related crimes.	Responsibility for ensuring goods are not sold to those under 18. Age Related Sales Tobacco, Cigarette, Lighter Refills Fireworks. No-smoking legislation implementation regarding smoking in public places. Licensing standards officer's	Follow up of individual cases of infection connected with substance misuse. Assess alerts about contaminated alcohol and new drugs causing potential ill health. Advise on appropriate measures to prevent and treat HIV, Hepatitis B and C. Develop and implement action plans through the HCV MCN.	Participate in disease incident and outbreaks related to substance misuse Underlying and long term issues addressed through planning and delivery of services in partnership through the Smoking & Health, Alcohol and Drug Partnerships (ADPs) and Community Safety Partnerships.	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		interventions regarding age verification policy and responsible drinking.			
Noise Control	Anti social behaviour. Exposure to occupational noise. Exposure to nuisance noise which may affect health.	Powers to issue fixed penalty notices for anti-social activities. Powers to investigate and control noise nuisance generally through statutory nuisance legislation of licensing regime. Powers of H&S enforcement where excessive noise may be encountered in the workplace	Advice on health effects on humans arising from noise-producing activity.- producing activity.	Provide public health advice on incidents	Sustainable
	Activities Including: Alcohol, Street Trading Tattooing & Skin Piercing Petroleum.	Monitoring of alcohol licensing via licensing standards officers	Advice on health risks of activities, the impact of alcohol on population health and	Underlying and long term issues around alcohol misuse addressed	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Licensing	Alcohol related health harm and community safety linked to availability. Spread of infection such as hepatitis B and C and sexually transmitted diseases.	Licensing monitoring and inspection of street traders, tattooists, skin piercers and petroleum storage. Dealing with complaints and taking appropriate informal or formal action.	the link with outlet density. Advice on implementing the public health principle in alcohol licensing including on licensing conditions and/or options to control problems and arising from incidents	through planning and delivery of services in partnership through the Alcohol and Drug Partnerships (ADPs) and Community Safety Partnerships.	
Pest Control	Vermin — potential to spread disease. Insects — disease spread potential, can arise from unhygienic conditions with human health risk.	Inspection of area for vermin and pests taking appropriate informal or formal action to address problems found. Treating of vermin and insects (discretionary).	Advice on potential risk to humans from a variety of pests.	Investigation and control of pest related diseases.	Developmental
Dog Control	Stray dogs — safety and potential for disease spread Dog fouling — potential to spread disease. Dangerous dog threat or attack.	Uplift of stray dogs Enforcement of fouling and dangerous dog Legislation Promote responsible dog	Advice on potential risk to humans from dog fouling Linkages to promotional work on best practice and other dog related	Investigation and control of zoonotic disease related to dogs.	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
	Noise nuisance from excessive barking	ownership to minimise Barking, fouling and poor control.	issues.		
Public Health Nuisances	Variety of statutory nuisance conditions affecting local residents / community.	Monitor area and respond to complaints with regard to statutory nuisance issues such as dirty houses, unhygienic living conditions, drainage problems, odour problems, etc.	Advice on risks and effects on the health of occupants and other relevant persons.	Follow up complaints and investigate nuisance that affect public health.	Developmental
Houses in Multiple Occupation & Private Sector Rental Accommodation	Nuisance and health effects on occupants from poor living conditions and disrepair Overcrowding, fire, safety.	Licensing of HMOs and registration of Private Landlords. Monitor local housing for defects and respond to complaints. Inspect for compliance Enforce against unlicensed/unregistered	Advice on risks and effects on the health of occupants and other relevant persons Advice on risks to health of Occupants.	Joint investigation as appropriate for HMO related public health incident	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		Premises.			
Health & Safety at Work.	Illness or injury to persons.	Enforcement of Health and Safety legislation: to reduce the incidence of accidents and ill health at work in partnership with the HSE. This involves adherence to inspection/sampling programme, participation in national campaigns and other interventions as directed by HSE and investigation of accidents and complaints.	Advice on health risks (Healthy Working Lives)	Explore the link between Local Authority health and safety investigations/ intervention planning to NHS accident/ emergency data.	Developmental
Water Supplies	Old reservoirs and water treatment plants in need of development. Risk from consumption of contaminated water	Regulation and monitoring of private water supplies and ensuring national	Work with Scottish Water to ensure regular sampling and monitoring of supply and distribution	Investigation of water related infections and contaminants of drinking water	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
	supplies. Lead in Water Guidance relating to WHO standards 2012.	standards are met. Administer grant assistance scheme for improvement of private water supply quality.	system Advice on medical aspects of risk to individuals and groups.	supply. A Health Protection Joint Liaison Subgroup on private water supply.	
Food Safety	Reduction in food poisoning Ensure food ingredients are safe and food appropriately labelled to ensure vulnerable people are protected (e.g. — allergens)	Inspection of food premises Inspection of production facilities for hygiene and composition. Sampling of food to check for compliance with standards. Promotion of good hygienic practice. Promotion and information on labelling/composition	Advice on medical aspects on request. Linkages to promotional work on hygienic practices and other food related issues. Expert advice on potential health effects arising from conditions found.	Investigation and control of food borne infectious disease incidents and outbreaks	
Food Hygiene & Food Standards	Food is a potential vehicle for transmission of infectious diseases.	Implement an effective inspection programme based on a risk based approach including	Promote hand washing practice and food hygiene to members of the general public during incidents.	Participate in investigation of incidents and outbreaks of food borne and gastrointestinal	

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		adherence to inspection/sampling/ audit programmes, provision of food hygiene and food safety training to business community, There is adoptive not required participation in national campaigns as promoted by FSA, investigation of food-borne illnesses, investigation of complaints and provision of information to the public on good food hygiene practice via local publicity campaigns e.g. Food Safety Week.		infections.	

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
Diet & Nutrition					
TB services	Increasing numbers of TB cases, drug resistance, poor compliance amongst vulnerable groups such as people who are homeless, or with problematic alcohol and/or drug use.	Provision of housing to vulnerable groups Investigation of accommodation standards	Identify, investigate and treat cases and contacts, offer BCG vaccination. NHS Lothian is currently implementing Scotland TB plan and the piloting and evaluating of a web based TB surveillance system for Scotland.	Investigation and management of TB incidents.	Deliverable
Sexual Health and HIV Services	Preventing spread of sexually transmitted infections	Licensing of sex shops / establishments Teaching about sexual health and relationships.	Diagnosis, counselling and treatment of cases.	Joint planning for sexual health and HIV – strategy development HIV treatment and care – joint agreement for Milestone House.	Deliverable
Care Settings & Health Improvement, Efficiency, Access Treatment (HEAT) Targets					
	There is a risk of patients	Food hygiene	NHS Lothian has	Investigation of	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
HAI	who are free from infection acquiring it from care institutions when they get admitted for other reasons.	inspections of hospital catering. Expert support and advice for HAI	plans to achieve a reduction of the rate of <i>Clostridium difficile</i> infections in patients aged 15 and over to 0.25 cases or less per 1,000 total occupied bed days by 2014/15. To further reduce HAI so that by 2014/15 NHS Lothian's <i>staphylococcus aureus</i> bacteraemia (including MRSA) cases are 0.24 or less per 1,000 acute occupied bed days.	incidents/ outbreaks	
Childhood Vaccinations	There is a risk of vaccine preventable diseases to re-emerge or cause outbreaks when the population vaccination coverage is low. Recent examples have been outbreak of measles and mumps.	Education – school and further employment, work with local businesses	NHS Lothian has a childhood immunisation programme that aims to vaccinate at least 95% of children according to national schedules (2011 uptake of MMR at 24 months was	Reservoirs of infection	Deliverable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
			93.5%).		
<u>Human Papilloma Virus (HPV) Vaccine Programme:</u>	HPV infection is responsible for the development of almost all cases (90+%) of cervical cancer. effective against the two strains. HPV vaccines are s of the virus. The HPV vaccine for girls aged 12 to 13 years is aimed at protection against 70% of cervical cancers.		NHS Lothian continues to implement the HPV programme with catch up for S4, S5 and girls who are out of school.		Deliverable
Viral Hepatitis	Prevention of BBV in drug users, increasing testing in high risk groups, ensuring immunisation policies in place for hepatitis B in at risk groups, collaborative working to ensure patients supported through assessment and treatment for hepatitis C	Regulation of tattooing and other high risk activities	NHS Lothian actions outlined in the Scottish Government Sexual Health and Blood Borne Virus framework are being implemented through the NHS Lothian Viral Hepatitis Managed Care Network (MCN).	Social worker involvement in hepatitis MCN Joint working via alcohol and drug action teams	Deliverable
Pandemic Influenza	A pandemic is one of the most severe national challenges likely to affect Scotland and Lothian.	Develop local plans for response and recovery from a pandemic.	NHS Lothian continues to identify, treat and monitor cases of influenza	Participate in Local and Regional Resilience Partnership	Sustainable

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
	Proportionate planning and drawing on lessons learnt from H1N1 is essential for mitigation of the potential impact of a pandemic.		A(H1N1) and will ensure arrangements are in place to offer vaccination to the Lothian population against this virus as appropriate.	pandemic planning process.	
Information sharing (NHS & Local Authorities) & Joint Analysis	Sharing information is essential for effective implementation of health protection interventions.		NHS Lothian has arrangement for ensuring that Health professionals employed or contracted have the training and support necessary to allow them to balance their responsibilities for patient confidentiality, with public safety and health protection when sharing information.	Regularly review effectiveness of arrangement for information sharing between NHS Lothian and Local Authorities.	Deliverable
Provision of Mortuaries	Improper or delayed disposal of dead bodies can result in spread of infection	Arrangement for disposal of dead under National Assistance Act provisions.	Advice on health risks in relation to contaminated/ infected bodies.	Joint investigations as necessary	Developmental

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Subject	Health Protection Issues	Local Authority Role	NHS Health Protection Role	Joint NHS/Local Authority role	Priority level
		Make arrangement for provision of mortuary services			

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Appendix 2: Joint Health Protection Action Plan

Ref Section	Action	Responsibility	Timescale	Outcome	Priority Level
1	The steering group will continue to oversee the implementation of the plan.	DPH/Chief EHO and Lead CPHM	On-going	Regular review of planned activities	Deliverable
1	Ensure implementation and compliance with all the requirements within the act	DPH/Chief EHO and Lead CPHM and respective teams	Annual	Implement all aspects of the new act according to the law.	Deliverable
2.2	Investigate of assertions of risk and assessment of impact of remediation measures.	DPH/Chief EHO and Lead CPHM	On-going	Adequate risk assessment and risk management carried out	Deliverable
2.2	Investigate contaminated land and take action to ensure health risks are eliminated or adequately reduced.	DPH/Chief EHO and Lead CPHM	Annual	Adequate risk assessment and risk management carried out	Deliverable
2.2	Carry out health impact assessments of greenspace, transport policy and strategy proposals, planning policies and joint work on scope of SEAs	DPH/Chief EHO and Lead CPHM	On-going	HIA reports available to inform policy and planning	Developmental
4.1	Health Impact Assessments of housing development and regeneration schemes.	DPH/Chief EHO and Lead CPHM	Annual	HIA reports available to inform housing policy	Developmental
4.1	Address underlying and long term issues through planning and delivery of services in partnership through the Smoking & Health, Alcohol and Drug Partnerships (ADPs) and Community Safety Partnerships.	DPH/Chief EHO and Lead CPHM	Annual	Declining substance misuse rates and associated long term issues	Sustainable
4.1	Investigation and control of pest related diseases	DPH/Chief EHO and Lead CPHM	Annual	Reduced pest	Deliverable

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Ref Section	Action	Responsibility	Timescale	Outcome	Priority Level
	zoonotic disease related to dogs.			incidents and zoonotic diseases	
4.1	Follow up complaints and investigate nuisance that affect public health.	DPH/Chief EHO and Lead CPHM	Annual	Reduced complaints associated with nuisances.	Deliverable
4.3	Reduce risk of disease entering country via ports by responding to airport call outs, ship sanitation inspection and vermin control.	DPH/Chief EHO and Lead CPHM	On-going	Prompt response to port health call out	Sustainable
4.3	Develop and test emergency plans for mass gathering including national and international events such as games and sports and the Hogmanay plans prior to the season starting.	DPH/Chief EHO and Lead CPHM	On-going	Event health emergencies adequately handled	Sustainable
4.3	Participate in multiagency climate change mitigation emergency plans such as flood plans. Develop plans in line with Scottish Govt Climate Change Adaptation framework 2012	DPH/Chief EHO and Lead CPHM	On-going	Continuous mitigation of environment impact arising from climate change	Deliverable
4.3	Participate in multiagency radiation exercises and planning events.	DPH/Chief EHO and Lead CPHM	Two-yearly	Staff capacity and resilience for response to radiation incidents improved	Deliverable
4.3	Participate in multiagency air quality exercises and planning events and consultations on air quality action plans.	DPH/Chief EHO and Lead CPHM	Annual	Effective response to air quality incidents	Deliverable
4.4	Ensure that lessons learnt from incidents and outbreak informs the development and review of plans.	DPH/Chief EHO and Lead CPHM and respective teams	Annual	Plans and SOPs are suited to local needs.	Deliverable
4.2.2	Joint planning for sexual health and HIV – strategy development	DPH/Chief EHO and Lead CPHM	Annual	Joint sexual health and HIV strategy	Deliverable

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Ref Section	Action	Responsibility	Timescale	Outcome	Priority Level
	HIV treatment and care – joint agreement for Milestone House.			in place and used.	
4.2.2	Involve social workers in hepatitis Managed Clinical Networks. Joint working via alcohol and drug action teams	DPH/Chief EHO and Lead CPHM	Annual	Social workers participate in Hepatitis MCN	Deliverable
4.2.3	Participate in multiagency exercises and planning events.	DPH/Chief EHO and Lead CPHM	Annual	Continuous improvement of staff capacity and resilience	Deliverable
5	Exercise joint plans for the investigation and control of incidents and outbreaks. and audits	DPH/Chief EHO and Lead CPHM	Dec 2016	Plans in place and applied	Deliverable
5.1	Share lists of competent persons as required by the act	DPH/Chief EHO and Lead CPHM	Annual	Agencies have up-to-date lists of competent persons for Lothian	Deliverable
5.2, 5.3	Ensure the acquisition and use of appropriate information technology for the investigation and management of outbreaks and incidents	DPH/Chief EHO and Lead CPHM and respective teams	Annual	Accurate recording and reporting of incidents and outbreaks. Timely availability of epidemiological information.	
5.1	Appoint and review competent persons list.	DPH/Chief EHO and Lead CPHM	Annual	Sufficient numbers of competent persons within agencies	Deliverable
5.5	Hold major incident plan exercise (joint LA/ NHS Lothian) Regularly exercise key health protection plans including GI and food incidents and the major incident plan.	PH/EHO/Med/Vet /SW liaison group	Annual	Update of plans based on exercises. Staff trained during exercises.	Deliverable
5.5	NHS Lothian and the Local	Health Protection	Annual	Staff working	Deliverable

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Ref Section	Action	Responsibility	Timescale	Outcome	Priority Level
	Authorities will keep Standard Operating Procedures (SOPs) under review, including developing and reviewing procedures up-to-date in relation to the Public Health etc (Scotland) Act 2008 duties.	Joint Liaison group		with updated SOPs	
5.5	Review Lothian JHPP (2016-18)	DPH/Chief EHO and Lead CPHMNHS	April 2018	Revised plan in place and up-to-date.	Sustainable
5.6	Developing joint training opportunities, particularly in relation to the Public Health etc (Scotland) Act 2008 duties.	DPH/Chief EHO and Lead CPHM Health Protection Joint Liaison group	Annual	Joint training taking place.	Deliverable
5.6.2	NHS Lothian and the Local Authorities will keep training requirements under review, including for competent persons and investigator knowledge and skills, developing joint training opportunities, particularly in relation to the Public Health etc (Scotland) Act 2008 duties.	Health Protection Joint Liaison group	Annual	List of training requirement in place and shared with staff	
6	Assess capacity and resilience to provide health protection services in Lothian	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities	Annual	NHS Lothian and Lothian Local Authorities have sufficient numbers of competent persons and investigators for both in and out of hours interventions	
6.3	Explore and identify new ways of working in response to revised approach to regulation.	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities	Annual	New ways of working identified and applied.	
7	Develop and implement public involvement activities	Health Protection Joint Liaison	Annual	Review of plans with	

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Ref Section	Action	Responsibility	Timescale	Outcome	Priority Level
	and how their contribution can be used for improving health protection in all agencies.	group		consideration of public input.	
7	Arrangements for mutual aid and support within Lothian. Develop a more formal agreement to enable an expert EHO from another authority to provide lead advice in an incident	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities			
7	Establish a process for asking for additional support for EHO teams through the DPH / Clinical Lead for health protection.				
7	We will also need to develop criteria for peer review of different local authorities and given the increasing complexity of responsibilities held at department level, criteria for declaring a professional conflict of interest and asking an expert or EHO with regulatory responsibility from another area to take over.	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities			
7	Agree ground rules for behaviour and providing support/buddying etc.	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities			
7	Update the information sharing agreements.	DPH/Chief EHO and Lead CPHM NHS Lothian and Local Authorities			

Appendix 3: Key health protection plans for the Lothian area

Shared Plans	Last Review Date	Next Review Date
Police Scotland Major Incident Plan	N/A	Under development
East of Scotland Regional Resilience Partnership Generic	05/2011	05/2012

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Shared Plans	Last Review Date	Next Review Date
Emergency Plan (maintained by SCG Co-ordinator)		
East of Scotland Regional Resilience Partnership Pandemic Influenza (maintained by SCG Co-ordinator)	05/2010	Under review
East of Scotland Regional Resilience Partnership Community Risk Register	04/2011	Under review
East of Scotland Regional Resilience Partnership Public Communications Plan	05/2011	05/2012
East of Scotland Regional Resilience Partnership Animal Health Plan	05/2010	Under review
The City of Edinburgh Council Emergency Plan (General Plan for the Council's response to Serious Emergencies or Major Incidents).	07/2014	04/2016
The City of Edinburgh Council Pipelines Emergency Plan (Statutory Requirement under the Pipelines Safety Regulations)	03/2015	04/2016
Edinburgh Site Specific Response Plan (maintained by Police Scotland on behalf of East of Scotland Regional Resilience Partnership)		
NHS Borders Pandemic Influenza Plan	02/2009	Under review
The City of Edinburgh Council BP Dalmeny Installation Off Site Plan (Statutory Requirement under the Control of Major Accident Hazards Regulations)	12/2014	12/2016
Joint Port Health Plan	2009	2018
Police Scotland Severe Weather plan	07/2011	Under Review
Scottish Waterborne Hazard Plan	07/2010	Under Review
The City of Edinburgh Council Flooding Emergency Plan (Under review.)	Under Review 2015	Under Review
Sporadic food and gastrointestinal infection incidents plans	2009	2018
Blue Green Algae in Inland Waters Assessment and Control etc. Plan	2009	2010
Shared Waste Water Incident Plan	2009	Under Review
The City of Edinburgh Oil & Chemical Pollution Emergency Plan	03/2015	03/2017

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NHS Lothian	Last Review Date	Next Review Date
NHS Lothian Major Outbreak Plan for Lothian	2015	2017
NHS Lothian Incident Management Plan- Public health	2014	Under review
Contingency Plan for Pandemic Influenza: Strategic Policy	2012	Under review
NHS Lothian and Port Health Authority Procedure for cases of illness in vessels arriving at Leith and other anchorages in Lothian.	2012	Under review
NHS Lothian and Port Health Authority Procedure for cases of illness in aircraft arriving in Edinburgh	09/2010	Under review
Drug and Alcohol Plan		
The Sexual Health and Blood Borne Virus Framework	2014	2015
A TB Action Plan for Scotland	2014	Under Review
NHS Lothian Standard Operating procedures for specific diseases including meningitis, E.coli O157.	Ongoing	Ongoing

City of Edinburgh Council	Last Review Date	Next Review Date
The City of Edinburgh Council Emergency Plan (General Plan for the Council's response to Serious Emergencies or Major Incidents).	07/2014	04/2016
The City of Edinburgh Council Pipelines Emergency Plan (Statutory Requirement under the Pipelines Safety Regulations)	03/2015	04/2016
The City of Edinburgh Council BP Dalmeny Installation Off Site Plan (Statutory Requirement under the Control of Major Accident Hazards Regulations)	12/2014	12/2016
Edinburgh Flooding Emergency Plan (The City of Edinburgh Council)	Under review 2015	Under review
Corporate Business Continuity Plan	04/2015	04/2017
Business Continuity Pandemic Flu Plan	Under review 2015	Under review
The City of Edinburgh Oil & Chemical Pollution Emergency Plan	03/2015	03/2017
Corporate Severe Weather Resilience Plan	11/2015	10/2016

West Lothian Council	Last Review Date	Next Review Date
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West Lothian Council	Last Review Date	Next Review Date
West Lothian Major Incident Plan	2013	2016
Severe Weather Plan	2015	2017
Major Accident Hazard Pipelines Emergency Plan	2013	2016
Control of Major Accident Hazard Off Site Emergency Plan	2014	2017
Livingston Shopping Centre Emergency Plan	2009	Under review

East Lothian Council	Last Review Date	Next Review Date
Business Continuity Plan	2012	Under review
Torness Off Site Emergency Plan	2012	Under review
Corporate Emergency Plan	2012	Under review
Chemical Incident Response	2009	
Oil Pollution Plan	2009	Under review
Severe weather response plan	2013	Under review
Pipeline Plan		
Rabies Emergency Plan	2009	Under review

Midlothian Council	Last Review Date	Next Review Date
Midlothian Registered Care Homes Stage 2 Plan	2014	2016-17
Midlothian Council Business Continuity Plans (Midlothian Council Services)	2016	2018
Midlothian Council Emergency Procedures(*now incorporating Recovery Plan)	2016- currently under review	2017-18
Fuel Plan	2012	2016-17
Midlothian Pandemic Flu Plan	2014	2016-17
Pipeline Emergency Plan	2016	2018
Midlothian Council Food Service Plan	2016	2017
Severe Weather Plan	Dec 2015	2017
Animal Diseases Plan	Currently under review	

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Midlothian Council	Last Review Date	Next Review Date
Midlothian Registered Care Homes Stage 2 Plan	2014	2016-17
Midlothian Council Business Continuity Plans (Midlothian Council Services)	2016	2018
Midlothian Council Emergency Procedures(*now incorporating Recovery Plan)	2016- currently under review	2017-18
Fuel Plan	2012	2016-17

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Appendix 4: Significant public health incidents or outbreaks 2014-2015

NHS Lothian

Business Continuity:

Incident/Outbreak	Improvement to plans
Pandemic Flu	
Chemical / radiological and biological	
Carbon dioxide ongoing release at a housing estate in Gorebridge multiagency issue	Joint working plans to be updated and debrief performed, final report with recommendations on joint working
Large fire in a building containing asbestos in West Lothian	
Noise level complaint about wind turbines	HPT improved their complaints procedure and the procedures for dealing with difficult clients on the phone
Sealed canister of potassium cyanide found in an Edinburgh Street.	
Various Mercury spillages at a GP practice and a private residence.	
Chemical incident in a factory.	
Possible cyanide poisoning.	
Concerns of health problems arising from former steel works in west Lothian.	
Chemical incident on old SPS land.	
Avian flu incident at a Midlothian APHA lab.	Joint working with the lab and Avian flu policy to be re written
Food	
E.Coli 0157 outbreak linked to the Hydro in Glasgow.	
Antifreeze poisoning linked to an old whisky bottle.	
Salmonella outbreak linked to a Glasgow football ground.	
Increase in GI Illness in returning soldiers.	Improved links with the Army medical Personnel
E.coli outbreak linked to a Fife restaurant. E.coli cluster linked to a Turkish wedding.	
Specific Diseases	
Legionella Longbeachae cases	This led to HPS releasing a press statement on safe use of compost, Legionella guidance also updated by health Protection Network

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Incident/Outbreak	Improvement to plans
Ebola preparedness started in July 2015	Multiple policies written, joint working with various agencies including EHO's GP HPS etc. Lothian policy written on what we
Scarlett Fever outbreak linked to a school camp	
Possible cases of MERS-CoV reported	Development of policies between agencies
Large increase in Group A streptococcal infections in injecting drug users	Joint liaison with a number of agencies, development of specific guidance and information
Monitoring of returning workers from high risk Ebola countries	
Large number of Influenza A outbreaks in care homes with multiple deaths	Development of local sop
Increase in atypical meningococcal presentation	
Large number of norovirus outbreaks in schools	Development of the CEC norovirus toolkit
Health Care Acquired Infections (HAI)	
Increase in infections linked to birthing pools	
Dental infection control incident	
Pseudomonas at the RHSC	
Case of confirmed Ebola in a Glasgow resident	

Blood Borne Viruses	
Hep c transmission at a gp practice	
Tuberculosis	
Multiple TB meetings for hospital in patients	
Vaccine Related	
Large mumps outbreak in the university populations in Lothian	Promotion of the MMR vaccine among University students
Port Health	
Airport incident which required a joint visit to an aircraft	Port health plan to be finalised

City of Edinburgh Council:

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Incident/Outbreak	Improvement to plans
Environmental (EIA)	
In the Autumn of 2014 there were a number of outbreaks of Norovirus associated with Edinburgh Primary Schools. Environmental Health and NHS Lothian HPT worked with Schools and Facilities Management to establish good operating procedures for schools to assist in the management and control of the virus in an educational setting.	A Norovirus tool kit was developed for use in CEC schools.
In the Winter of 2014/15 Environmental Health reviewed its airport procedures and officer training with regard to dealing with possible cases of EVD and other VHF incidents at the airport and in the wider community.	Link to revised procedure for cases of illness in aircraft arriving in Edinburgh (Procedure under review)
Cryptosporidium cases linked to farm visitor attraction in West Edinburgh Spring 2015. Site visits by CEC EHOs and HSE. Improvements implemented, no associated cases since.	
Giardia case associated with private water supply in South Edinburgh. Water sampling did not show any positive results and boil notice lifted. However, some improvements to this private water supply identified.	
Carbon Monoxide risks associated with increased use of solid fuel (charcoal) appliances in commercial kitchens. Advice letters sent to potentially relevant premises. Investigations of complaints and formal notices served where elevated CO levels in neighbouring flats. New HSE guidance (published late 2015) on the subject also drawn to attention of relevant premises.	Topic included in CEC 2015/16 health and safety intervention and inspection strategy and will be included 2016/17 too.
Outbreak of gastroenteritis linked to bowling club. Liaison with LA out with Lothian regarding outside caterer and follow up questionnaires by HPT. No causative organism identified.	
Concerns about increased rat population in defined area of city centre. Project late 2015 targeting service lanes including surveys, baiting by CEC pest control, EHO enforcement work targeting defects, refuse presentation, private land attracting or harbouring rats	

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West Lothian Council:

Incident/Outbreak	Improvement to plans
Environmental (EIA)	
Water	
Food	
Specific Diseases	

East Lothian Council:

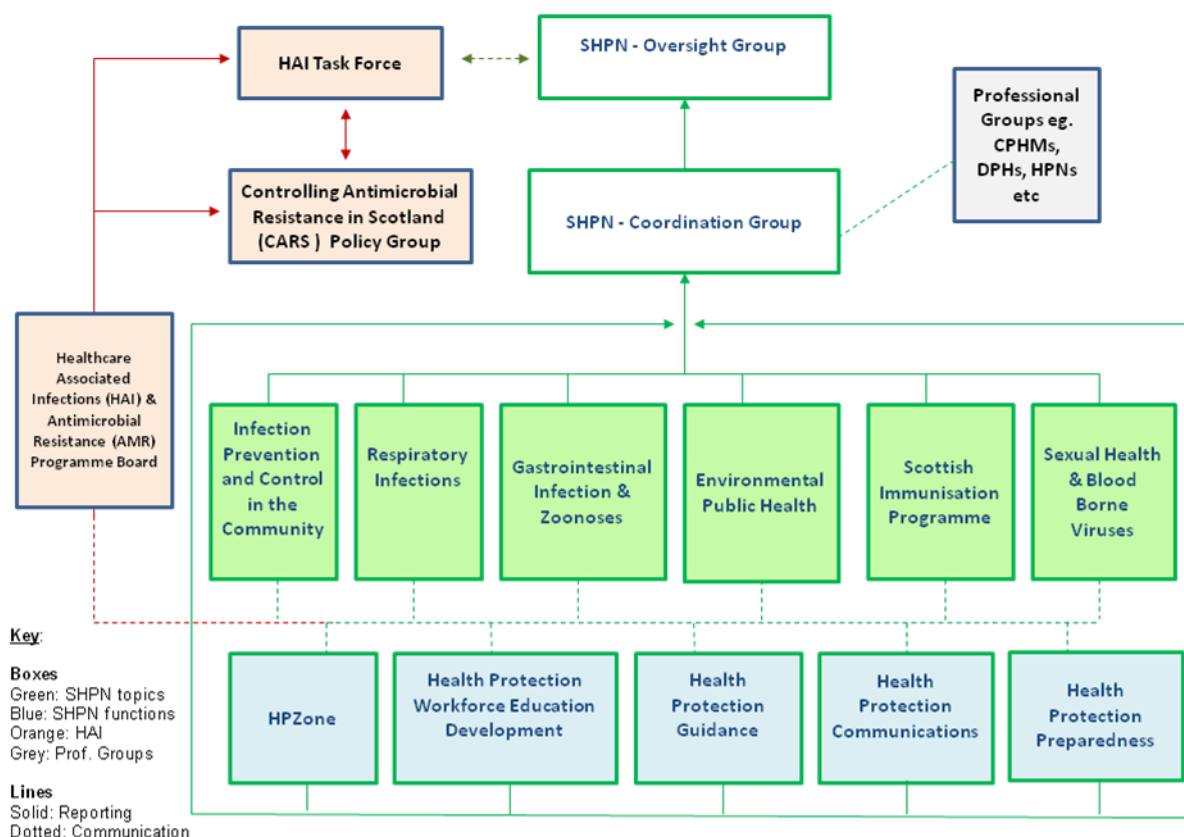
Incident/Outbreak	Improvement to plans
Chemical / radiological and biological	
Unexploded WW2 grenades Incident at Macmeery school(2013)	Review of procedures undertaken
Investigation of Legionella in garden compost (2013)	
Environmental (EIA)	
Various localised oil pollution incidents 2012-13	Review of local harbour oil spill response arrangements

Midlothian Council:

Incident/Outbreak	Improvement to plans
Leak of grouting material into the water – Linked to work being carried out on railway	
Major gas leak in Midlothian which caused evacuation and road closures in the local area	

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Appendix 5: Scottish Health Protection Network (SHPN)



Appendix 6: List of Acronyms

ACOP	Approved Code of Practice
AIPG	Avian & Influenza Pandemic Group
APP	Authority Public Protection
AQMA	Air Quality Management Area
BBV	Blood Borne Viruses
CBRN	Chemical Biological, Radiological & Nuclear
CEC	City of Edinburgh Council
CHI	Community Health Index
CNS	Central Nervous System
COPD	Chronic Obstructive Pulmonary Diseases
COSLA	Convention of Scottish Local Authorities
CPD	Continuing Professional Development
CPHM	Consultant in Public Health Medicine
DPH	Director of Public Health

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EC	European Commission
ECOSS	Electronic Communication of Surveillance in Scotland
EHO	Environmental Health Officer
ELC	East Lothian Council
EMF	Electromagnetic Field
EPA	Environmental Protection Act
EU	European Union
FSA	Food Standards Agency
FSS	Food Standards Scotland
GROS	General Register Office for Scotland
HAI	Healthcare Associated Infection
HCG	Healthcare Governance Committee
HEAT	Health Improvement, Efficiency, Access Treatment
HIV	Human immunodeficiency virus
HMO	House in Multiple Occupation
HPS	Health Protection Scotland
HPT	Health Protection Team
HPV	Human Papilloma Virus
HSE	Health and Safety Executive
IHP	International Health Regulation
IMT	Incident Management Team
JCVI	Joint Committee on Vaccination and Immunisation
LBSCG	Lothian and Borders Scottish Co-ordinating Group
LDP	Local Delivery Plan
LICAC	Lothian Infection Control Advisory Committee
LRP	Local Resilience Partnership
MC	Midlothian Council
MCN	Managed Clinical Network
MMR	Measles, Mumps Rubella
MRSA	Methicillin Resistant Staphylococcus Aureus
MTPAS	Mobile Telecommunications Privileged Access Scheme
NHS	National Health Service
NSP	Network Service Provider
PAG	Problem Assessment Group
REHIS	Royal Environmental Health Institute of Scotland
RIE	Royal Infirmary of Edinburgh
RRP	Regional Resilience Partnership
SARS	Severe Acute Respiratory Syndrome
SAS	Scottish Ambulance Service
SEISS	Scottish Epidemiology Infection Surveillance System
SEPA	Scottish Environment Protection Agency
SG	Scottish Government
SHPIMS	Scottish Health Protection Information Management System
SHPIR	Scottish Health Protection Information Resource
SIDNEY	Scottish Infectious Diseases Notification Electronic eYe
SIDSS	Scottish Infectious Disease Surveillance System
SIRS	Scottish Immunisation Recall System

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SOA	Single Outcome Agreement
STAC	Science and Technical Cell Course
STI	Sexually transmitted infections
SW	Scottish Water
TB	Tuberculosis
TS	Trading Standards
Vetech	
VIP	Very important person
WHIP	Worcestershire Health Informatics Programme
WHO	World Health Organisation

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West Lothian
Council

COUNCIL EXECUTIVE

ST MARY'S PRIMARY SCHOOL, BATHGATE – HALL AND OTHER ACCOMMODATION IMPROVEMENTS

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to allow Council Executive to consider proposals at St Mary's Primary, Bathgate to improve the school hall, create new changing rooms, improve accessibility, create a new entrance and reception area, together with planned improvements to mechanical and electrical systems at St Mary's Primary School, Bathgate

B. RECOMMENDATION

It is recommended that the Council Executive instructs officers to progress the proposed project at St Mary's Primary School, Bathgate, as outlined in this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs, making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Not Applicable.
III Implications for Scheme of Delegations to Officers	Not applicable.
IV Impact on performance and performance Indicators	Will improve accessibility, condition and suitability performance indicators.
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
VI Resources - (Financial, Staffing and Property)	<p>There is an approved budget of £800,000 within the General Services Property Capital Programme in 2016/17 and 2017/18.</p> <p>Staffing - Project will be managed within existing staff resources</p> <p>Property – proposed works will improve the asset performance and value.</p>

VII Consideration at PDSP	Not applicable
VIII Other consultations	<p>Consultations have been undertaken with the school and parent council.</p> <p>Local elected members have been provided with a copy of the report for information.</p>

D. TERMS OF REPORT

D1 Background

Council Executive, on 21 June 2016 approved the General Services Capital Programme which included £800,000 for the improvement of sports facilities at St Mary's Primary School, Bathgate. The school has a single hall which is used for both PE and dining and whilst it is compliant in terms of statutory requirements, the general layout and functionality of the accommodation could be improved.

The objective of the project was therefore to improve the suitability of the hall for physical education with investment programmed to commence during financial year 2016/17. The report sets out the consultation undertaken and seeks approval to now progress the project through the next project delivery stages to completion.

D2 Consultation

Officers have actively engaged and consulted with school staff and the Parent Council to develop proposals that would fulfil the original aim of the project to improve the school hall to enable better utilisation for physical education (PE) activities.

As a consequence of the active engagement and a robust project review process by officers, proposals have now been developed that will not only improve the hall utilisation for PE and dining but also improve accessibility and the overall condition of the school.

D3 Proposed Improvements

The proposed improvements consist of the following

- Extension to existing hall;
- New changing rooms;
- Improved entrance and reception area;
- Improved general accessibility; and
- Mechanical and Electrical improvements.

The proposed works are shown on the illustration in Appendix 1.

When considered against the original investment aim, the proposals represent a significant improvement in terms of scope and performance outcomes within the agreed capital budget.

D4 Next Stages / Delivery Programme

The next stages of the project are as follows:

- Submission of Planning Application – October 2016;
- Finalisation of design and tender issue – October to December 2016;
- Contract award – January 2017;
- Construction commencement – March 2017; and
- Construction completion – August 2017

The council has significant experience of undertaking works in operational school environments and will ensure that through the procurement process the appointed contractor is able to demonstrate ability and experience of undertaking such works. Elements of the works that are likely to be disruptive will be undertaken during holiday periods at Easter and Summer 2017.

Officers will continue to actively engage with the school and the Parent Council throughout the implementation of the works.

E. CONCLUSION

The revised works will deliver better value for money and provide greater improvements to the condition, suitability and accessibility of St Mary's Primary School, Bathgate school together with facilitating the original aim of the project to improve physical education facilities.

F. BACKGROUND REFERENCES

Council Executive Report 21 June 2016 – General Services Capital Programme

Appendices/Attachments: Appendix 1 – Proposed works floor plan illustration

Contact Person: Paul Kettrick, Asset Manager, Finance and Property Services

Tel: 01506 281826. E-mail: paul.kettrick@westlothian.gov.uk

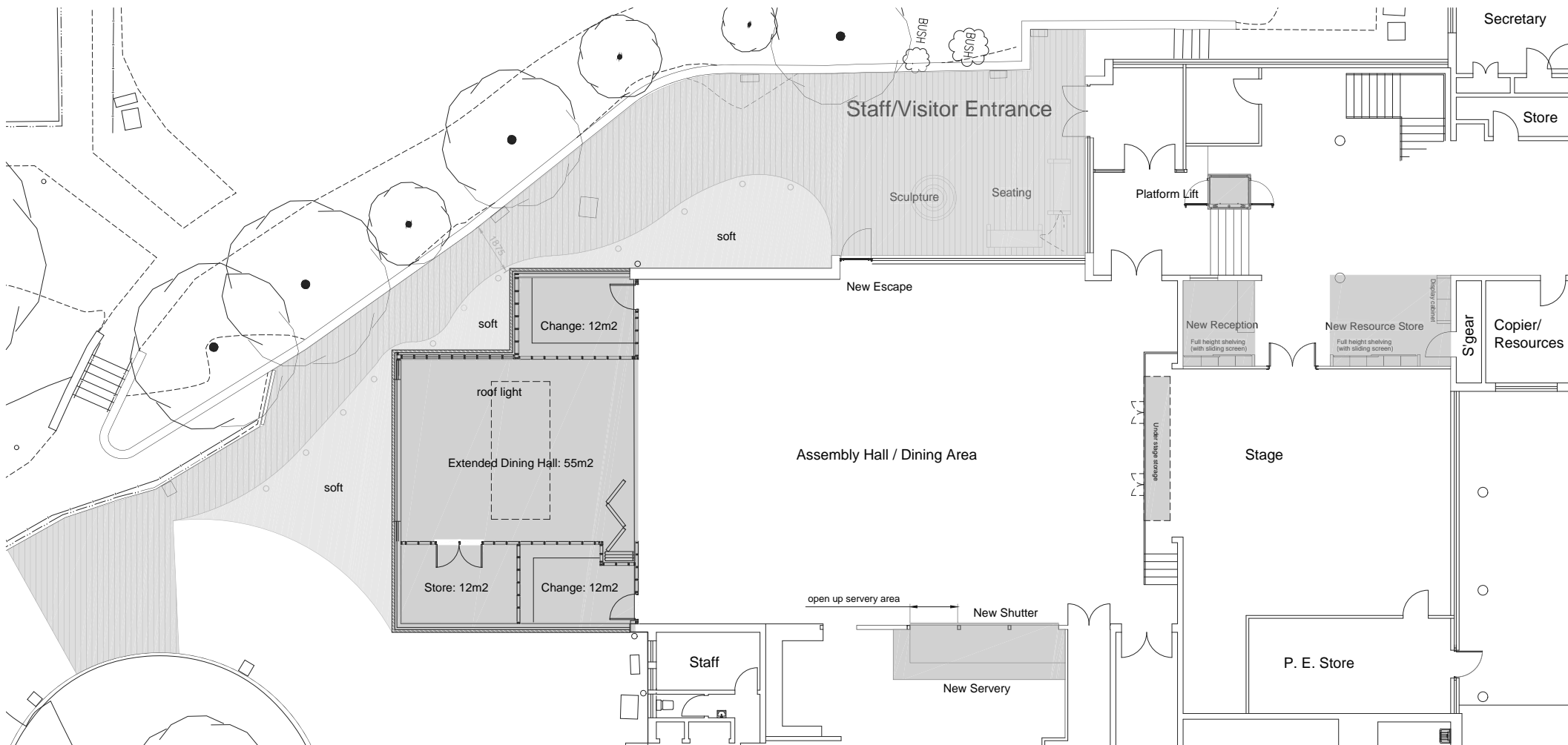
Stephen Riley, Briefing and Liaison Officer, Finance and Property Services

Tel: 01506 28136 E-mail: stephen.riley@westlothian.gov.uk

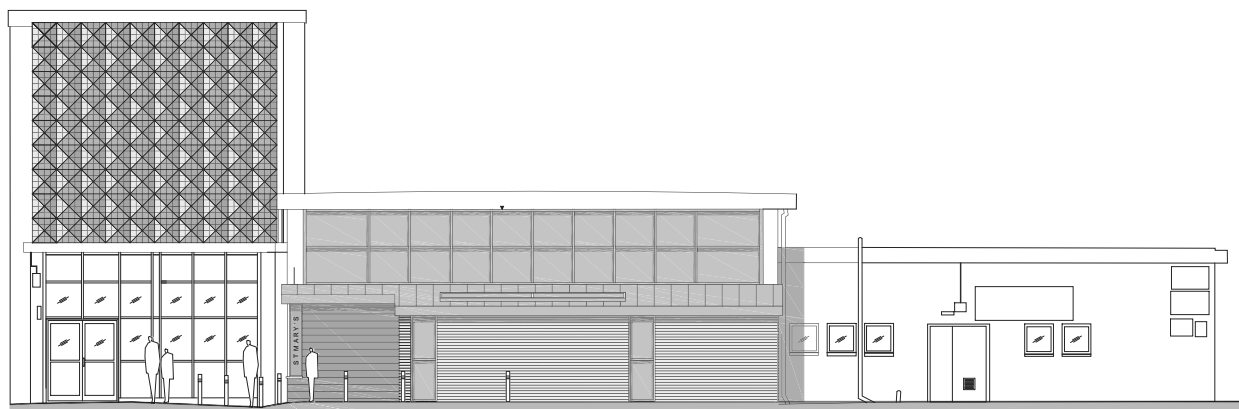
Donald Forrest

Head of Finance and Property Services

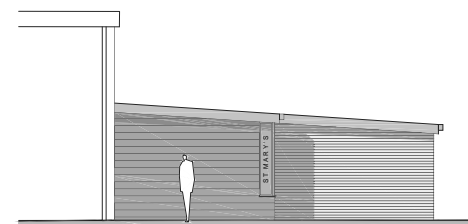
Date: 11 October 2016



Proposed Plan 1/100



Proposed South Elevation 1/100



Proposed West Elevation 1/100

Appendix 1 - Proposed Works Floor Plan Illustration

Proposed Extension, St Mary's Primary School
West Lothian Council
Proposals
Scale: As noted @ A2
Date: AUG15
Dwg No: 10121-SK(00)001F
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COUNCIL EXECUTIVE

INDUSTRIAL OPEN STORAGE LAND 1.18HA (2.9 ACRES) WHITRIGG, EAST WHITBURN - PROPOSED SALE TO TRUSTEES OF CPP-MCCORMICK TRUST

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To obtain Council Executive approval for the sale of 1.18ha (2.9 acres) industrial open storage land at Whitrigg, East Whitburn.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Approves the sale 1.18ha land at East Whitburn to the Trustees of CPP-McCormick Trust, and,
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the transaction, including any required alteration to the sale price, on the basis that any revised terms and conditions still represent the highest capital receipt available to the council.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs.
	Making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Contributes towards the performance indicator for capital receipts.
V Relevance to Single Outcome Agreement	SOA 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.

VI Resources - (Financial, Staffing and Property)	The capital receipt will contribute to the council's approved capital receipt programme for the financial year 2016/17.
VII Consideration at PDSP	Not applicable.
VIII Other consultations	The elected members for the ward have been provided with a copy of this report for their information.

D. TERMS OF REPORT

The land at Whitrigg, East Whitburn is on the site of the former Whitrigg Colliery. The land is allocated in the West Lothian Local Plan for uses falling within planning use class 6 (storage or distribution) and is suitable for open storage uses. The location of subject land which extends in total to 1.18 Ha (2.9 acres) is shown on plan attached. This is the final area of development land at Whitrigg remaining in council ownership. Northern Salvage Auto and the former Wiseman distribution depot are located opposite.

Solicitors on behalf of the Trustees of CPP-McCormick Trust, the pension scheme of the owners of Redhouse Fencing, have offered £125,000 for the heritable interest in the land. It is proposed that Redhouse Fencing (Scotland) Limited, currently located on Pond Industrial Park, Whitburn Road, Bathgate, would occupy the land.

The main terms and conditions relating to the proposed sale are outlined below:

- The subjects will comprise approximately 1.18 hectares, as indicated on the attached plan
- The sale price will be £125,000 (one hundred and twenty five thousand pounds) exclusive of VAT, payable in full on the date of entry
- The date of entry will be on conclusion of legal formalities
- The purchaser will be solely responsible for obtaining any necessary statutory consents
- The purchaser will satisfy himself as to the suitability of the subjects for the intended purpose
- Each party will meet their own legal costs in the transaction

It is also recommended that delegated powers be granted to the Head of Finance and Property Services to conclude any further negotiations that may be required with the purchaser, whilst maintaining the best price for the council.

E. CONCLUSION

Given the capital receipt the Council will receive from the sale of the land, it is considered to be in the Council's best interests to conclude a sale to the Trustees of CPP-McCormick Trust for the sum of £125,000.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Plan of subjects of sale

Contact Person: Graeme Carracher, Economic Property Development Officer

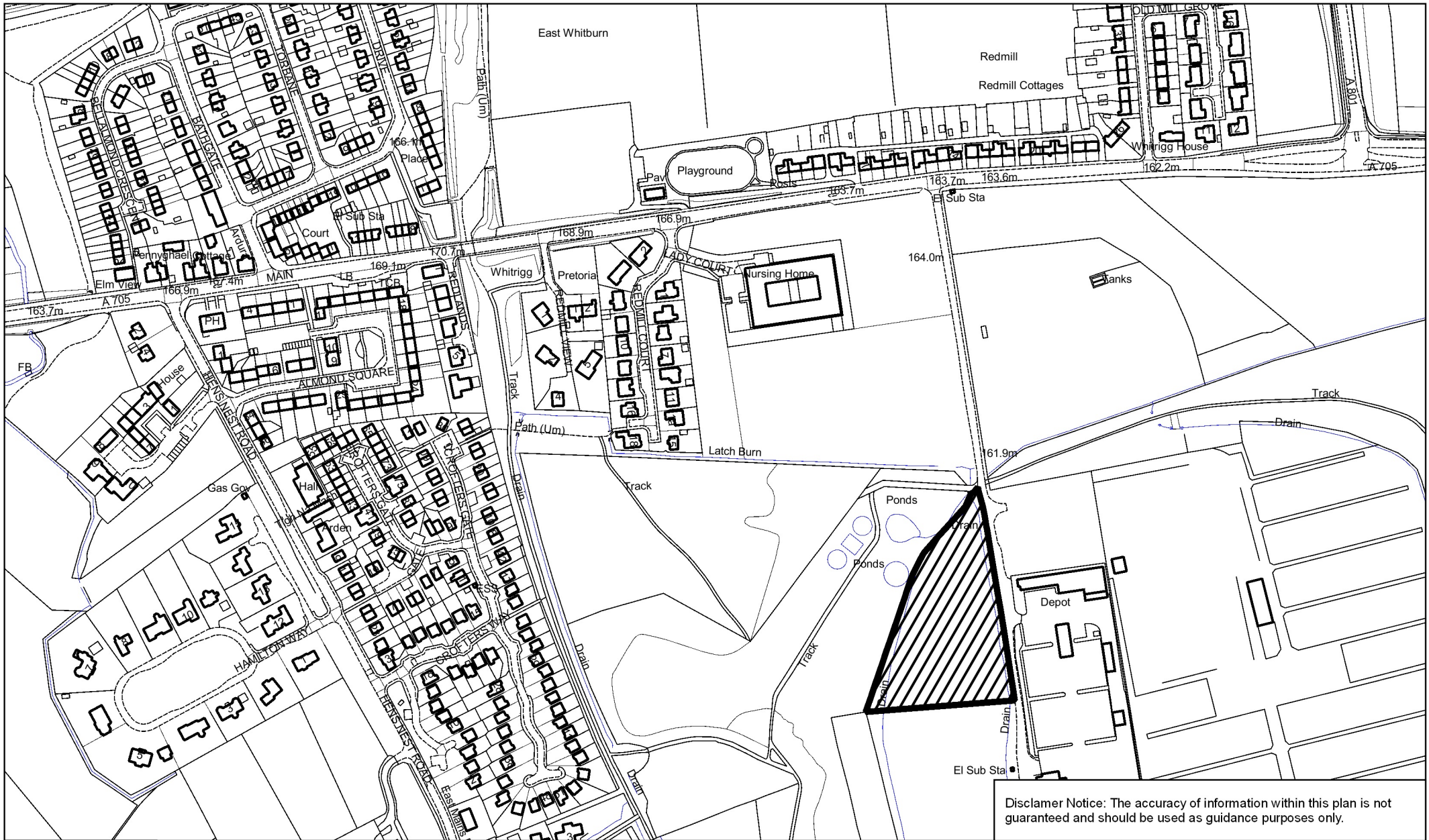
Property Management and Development



Tel: 01506 281820

Email: graeme.carracher@westlothian.gov.uk

Donald Forrest, Head of Finance and Property Services

Date of meeting: 11 October 2016



 <p>West Lothian Council</p>	<p>Industrial Open Storage Land, Whitrigg, East Whitburn</p> <p>Property Management, West Lothian Civic Centre, Livingston, EH54 6FF</p>	<p>1:4,000</p>	<p>N</p> 
	<p>2016-09-28T10:06:07</p>	<p>Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationary Office. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. ©Crown copyright. All rights reserved. Licence 100037194 2016</p>	



COUNCIL EXECUTIVE

260M² SOUTH OF MAIN STREET, EAST CALDER **PROPOSED SALE TO PERSIMMON HOMES (EAST SCOTLAND) LIMITED**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of this report is:

1. To request Council Executive approval for the transfer of land extending to 260m² or thereby south of Main Street, East Calder from Housing Revenue Account (HRA) to General Services account at nil cost to assist in the delivery of a new vehicular access at St. Paul's RC Primary School, East Calder.
2. To obtain Council Executive approval for the sale of that 260m² or thereby south of Main Street, East Calder to Persimmon Homes (East Scotland) Limited in accordance with the details set out in this report.

B. RECOMMENDATION

The transfer of this 260m² area south of Main Street, East Calder to Persimmon Homes (East Scotland) Limited for £1 will result in the council receiving a package of strategically key infrastructure benefits that will assist in the delivery of corporate objectives. It is therefore recommended that the Council Executive:

1. Approves the transfer of land extending to 260m² or thereby south of Main Street, East Calder from HRA to General Services account at nil cost to assist in the delivery of a new vehicular access at St. Paul's RC Primary School, East Calder.
2. Approves the sale of that 260m² or thereby south of Main Street, East Calder to Persimmon Homes (East Scotland) Limited for £1, on the following terms:
 - a. Ownership of an area of land extending to 1.02 Ha. (2.53 acres) or thereby as identified on the attached plan will transfer from Persimmon Homes (East Scotland) Limited to the council for £1. This land will be used by the council to facilitate a future extension to St. Paul's RC Primary School, East Calder.
 - b. Persimmon Homes (East Scotland) will, at no cost to the council, construct a new access road (built to adoptable standard) along the route indicatively shown on the attached plan. That road will include a bus turning circle, bus lay-by, car parking area and a new

junction/entrance to serve St. Paul's RC Primary School, the details of which will be subject to the terms of Persimmon's finalised Roads Construction Consent. That new road will service Persimmon's own residential development and it will also serve as the designated means of vehicular access to and from St. Paul's RC Primary School.

- c. The new access road (including the bus turning circle, lay-by, car parking area and entrance/junction onto St. Paul's) will be completed to the council's satisfaction prior to detailed planning permission for the proposed school extension being secured or within one year of full planning permission being issued for Persimmon's proposed development, whichever date is the later.
 - d. Ownership of the council's 260m² area will only transfer to Persimmon on formal completion of the new access road.
3. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of the land on the basis that any revised terms and conditions still represent the best consideration that can reasonably be obtained in accordance with the requirements of Section 74 of the Local Government (Scotland) Act 1973.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable, making best use of our resources.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Compliance with Section 12(7) of the Housing (Scotland) Act 1987</p> <p>Compliance with Section 74 of the Local Government (Scotland) Act 1973</p> <p>Compliance with the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and Section 12(7)</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>SOA 1 – Our children have the best start in life and are ready to succeed.</p> <p>SOA 2 – We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>SOA 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>

	SOA 4 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	<p>Land to facilitate an extension to St. Paul's RC Primary School, East Calder will transfer to the council for £1.</p> <p>A new access road to service that extended school (including a new bus turning area, bus lay-by, car park area and school entrance) will also be delivered at nil cost to the council.</p>
VII Consideration at PDSP	None.
VIII Other consultations	<p>The elected members for the ward have been provided with a copy of this report for information.</p> <p>The East Calder Officer and Community Liaison Group have discussed this proposal and no objections have been raised.</p>

D. TERMS OF REPORT

The Core Development Areas at Almondell and Raw Holdings West in East Calder are served by St. Paul's RC Primary School (St. Paul's). As new housebuilding continues in these key development areas, demand on the existing facilities at St. Paul's will continue to grow. Based upon current housebuilding projections, the Head of Education (Development) anticipates that an extension to St. Paul's will be required by 2022 in order to satisfy the resulting increase in demand for school placements. It is anticipated that any such extension would be developer funded.

The existing vehicular access into St. Paul's has long been considered to be problematic and there is currently no deliverable solution to that issue due to the physical constraints of the surrounding area. The existing access would not be compliant in terms of servicing an extended school. Accordingly, any future extension to St. Paul's will require both additional land upon which to build the extension and also an entirely new means of vehicular access to service that extended school.

Persimmon Homes (East Scotland) Limited (Persimmon) propose to develop the land identified on the attached plan. Their proposed development was granted conditional planning permission by Development Management Committee at its meeting on 3 August 2016.

As part of that development Persimmon wish to acquire from the council a section of disused railway embankment extending to 260m² or thereby south of Main Street, the extent of which is shown on the plan. This land is currently held on the council's Housing Revenue Account (HRA). Persimmon wish to acquire the land in order to construct a new section of road which will provide access to the wider

development, including St Paul's Primary School and the land proposed for affordable housing, as well as those areas for private housebuilding.

Persimmon's wish to acquire the subject land presents an opportunity for the council to address the impending need to extend St. Paul's and also to resolve the school's ongoing access problem. The matter has been discussed in detail between the parties and the following Heads of Terms have been agreed in principle:

1. The area of council owned land extending to 260m² or thereby identified on the attached plan will be sold to Persimmon for £1.
2. Ownership of the area of land extending to 1.02 Ha. (2.53 acres) or thereby shown identified on the attached plan will transfer from Persimmon to the council for £1. This land will be used by the council to facilitate a future extension to St. Paul's RC Primary School.
3. Persimmon will, at no cost to the council, construct a new access road (built to adoptable standard) along the route indicatively shown on the attached plan. That road will include a bus turning circle, bus lay-by, car parking area and a new junction/entrance to serve St. Paul's RC Primary School, the details of which will be subject to the terms of Persimmon's finalised Roads Construction Consent. That new road will service Persimmon's own residential development and it will also serve as the designated means of vehicular access to and from St. Paul's RC Primary School.
4. The new access road (including the bus turning circle, lay-by, car parking area and entrance/junction onto St. Paul's) will be completed to the council's satisfaction prior to detailed planning permission for the proposed school extension being secured or within one year of full planning permission being issued for Persimmon's proposed development, whichever date is the later.
5. Ownership of the council's 260m² area shall only transfer to Persimmon on formal completion of the new access road.

As a condition of their planning permission and in accordance with the council's Affordable Housing Policy, Persimmon's proposed development will deliver a significant element of social housing via the transfer of serviced land to the council at nil cost. That land will extend to 0.73 Ha. (1.80 acres) or thereby and is indicatively shown on the attached plan. On that basis, the Head of Housing Customer and Building Services is satisfied that the council's 260m² site should transfer from HRA to General Services at nil cost.

It is a further condition of Persimmon's planning permission that they will transfer land to the council at nil cost to facilitate an extension to Mansfield Park. That land will extend to 0.42 Ha. (1.05 acres) or thereby and is indicatively shown on the attached plan.

The land being transferred by Persimmon to the council for affordable housing use, the Mansfield Park extension land and the St. Paul's school extension land will all be secured via a Section 75 agreement.

E. CONCLUSION

In exchange for transferring this 260m² area of land to Persimmon for £1, the council will receive a package of strategically key infrastructure benefits that will

assist in the delivery of corporate objectives. Accordingly, it is considered to be in the council's best interests that the Council Executive:

1. Approves the transfer of land extending to 260m² or thereby south of Main Street, East Calder from HRA to General Services account at nil cost to assist in the delivery of a new vehicular access at St. Paul's RC Primary School.
2. Approves the sale of that 260m² or thereby to Persimmon Homes (East Scotland) Limited for £1, subject the terms and conditions set out in this report.
3. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of the land on the basis that any revised terms and conditions still represent the best consideration that can reasonably be obtained in accordance with the requirements of Section 74 of the Local Government (Scotland) Act 1973.

F. BACKGROUND REFERENCES

Report by Development Management Manager to Development Management Committee 3 August 2016: Erection of 237 houses and 16 flats with associated works at Raw Holdings, East Calder (Planning Application 0609/FUL/15).

Appendices/Attachments: Location plan attached.

Contact Person: Scott Hughes (Estate Surveyor, Finance & Property Services)

Email: scott.hughes@westlothian.gov.uk Tel: (01506) 281825

Donald Forrest

Head of Finance and Property Services

Date: 11 October 2016



COUNCIL EXECUTIVE

CALL FOR EVIDENCE ON THE DRAFT BUDGET 2017/18

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to seek approval from the Council Executive for a submission from the council in response to the call for evidence on the Draft Budget 2017/18.

B. RECOMMENDATION

It is recommended that Council Executive agrees the proposed response to the Scottish Parliament's Local Government and Communities Committee.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable, making best use of our resources, working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The council is required to approve a balanced revenue budget for each financial year.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	Effective prioritisation of council resources is essential to achieving the targets contained within the Single Outcome Agreement.
VI Resources - (Financial, Staffing and Property)	The council faces additional budget pressures in 2017/18 as a result of Scottish Government grant funding not being sufficient to meet the increased costs faced by the council. The council agreed proposed revenue budget measures of £8.426 million for 2017/18 on 23 February 2016.

VII Consideration at PDSP

Timescales did not allow for the proposed response to be presented to the Partnership and Resources PDSP.

VIII Other consultations

Housing, Customer and Building Services.

D. TERMS OF REPORT

The Scottish Parliament's Local Government and Communities Committee issued a call for views on the Scottish Government's draft budget for 2017/18 on 20 September 2016. As part of the Committee's examination of the annual Scottish Government budget, the impact of budget reductions on council services will be scrutinised. In addition, the Committee will look at the Scottish Government's target to build 50,000 new affordable homes over the next five years. The call for evidence includes a number of key questions which seek to determine the views of interested parties. The questions focus on:

- The impact of budget reductions to date;
- The extent to which local authority spending decisions prioritise funding on areas which will reduce inequalities;
- How councils use General Fund balances;
- What activities should be considered under local government budgets where funding is provided elsewhere;
- How effective are funding programmes in delivering affordable housing;
- How planning processes effectively allow local housing needs to be prioritised and resourced;
- The ability of increased subsidy levels to support new development.

The council's proposed response to the call for evidence is attached in Appendix 1.

It is anticipated that the Scottish Government's draft budget for 2017/18 will not be published until later in 2016, therefore the time available for the Local Government and Communities Committee to consider evidence on the draft budget will be constrained. The closing date for responses to the Committee is 24 October 2016. Due to the short timescales, it has not been possible to discuss the proposed response at the Partnership and Resources PDSP.

E. CONCLUSION

The Scottish Parliament's Local Government and Communities Committee have invited responses on the Scottish Government's draft budget for 2017/18. The Council Executive is asked to agree the proposed response to allow the council to meet the deadline for responses of 24 October 2016.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Proposed West Lothian Council Response to the Call for Evidence

Contact Person: Lynda Ferguson, Group Accountant
Email: lynda.ferguson@westlothian.gov.uk, Tel: 01506 281293

Donald Forrest
Head of Finance and Property Services
11 October 2016

Appendix 1 – Proposed Response to Call for Evidence on Draft Budget 2017/18

1. We want to hear your views on the impact of budget reductions to date on local services etc.

Proposed Response:

West Lothian Council has implemented £83.1 million of budget savings in the years 2007/08 to 2016/17, with a further £8.4 million currently required for 2017/18. This represents a significant reduction delivered through efficiencies, income generation and service changes. To minimise the impact of reductions on local services, the council developed a strategic priority based approach called Delivering Better Outcomes to target resources to the council and Community Planning Partnership's key outcomes and priorities. The council developed this strategic approach to financial strategy and corporate planning however financial planning for future years was extremely difficult due to the lack of certainty around grant funding. A strategic approach to financial and corporate planning ensures that the council can respond proactively to the magnitude of the challenge in delivering essential services whilst financial resources are constrained. Within this context, the council has been able to prioritise resources to key service areas and has been able to maintain and improve performance in key indicators whilst achieving Corporate Plan outcomes. It should be noted however that this level of savings has resulted in substantially reduced staffing levels throughout the council. As identified in the Accounts Commission's Overview of Local Government in Scotland 2016 report, by reducing workforces to achieve savings, councils risk not having employees with the knowledge, skills and time to design, develop and deliver effective services in the future.

Although the council has been able to deliver savings to date with a minimum impact on direct service delivery, it is increasingly likely that the period ahead will see fundamental changes in the delivery of services if funding reductions continue. At this stage it is very difficult to identify the potential impact on local services as the council does not have a 2017/18 or longer term funding settlement from the Scottish Government.

It is essential that the Scottish Government properly funds local services. If a sufficient level of funding is not provided for both revenue and capital, it is inevitable that further cuts will be required across all council services and to approved capital investment programmes. It is also important that councils are provided with the flexibility to set local taxation with councils being able to retain the funds raised to support the delivery of services in local communities. In the context of further funding reductions, it is foreseeable that services that do not deliver the council and Community Planning Partnership's key outcomes and priorities will need to be reduced or stopped entirely.

2. We want to hear your views on the extent to which local authority spending decisions prioritise funding for policies that are likely to reduce inequalities.

Proposed Response:

West Lothian Council developed an integrated approach to corporate and financial planning in 2013 to ensure that revenue and capital budget strategies and annual budgets are based upon the shared priorities outlined in the Corporate Plan and Single Outcome Agreement. The council's priorities, which were widely supported in a community consultation, are as follows.

- Deliver positive outcomes and early interventions for early years
- Improve employment position in West Lothian
- Improve attainment and positive destinations for school children
- Improve quality of life for older people
- Minimise poverty and the cycle of deprivation, and promote equality
- Reduce crime and improving community safety

- Deliver positive outcomes in health
- Protect the built and natural environment

These priorities underpin all of the council's activities and were considered when developing budget measures to ensure resources are targeted to priority areas. By using this approach, the council makes decisions that prioritise funding to those areas where the quality of life for people in West Lothian can be improved. This reduces inequalities through making a lasting and sustainable impact on the local area and the lives of residents. In addition one of the council's key priorities is to promote equality through minimising poverty and the cycle of deprivation whilst promoting equality. Resources have been allocated to activities such as delivery of the council's Anti-Poverty Strategy, providing additional school clothing grants and free school meals and breakfast clubs. The council continues to focus on in-work poverty and low pay, including payment of the Living Wage to council staff and externally contracted social care staff.

- 3. We therefore invite written evidence on how General Fund Balances are used by local authorities and in particular the extent to which the General Fund Reserves are being used to offset savings in the short to medium term.**

Proposed Response:

The principal focus, when considering future financial strategy, is to ensure that sufficient funds are held in reserve to deal with the financial consequences of uncertain future events. Taking account of the significant financial pressures facing the council in future years, West Lothian Council's uncommitted General Fund Balance is currently £2 million or 0.5% of budgeted net expenditure and has been at this level since 2013/14. Although this is amongst the lowest uncommitted balances held by Scottish Local Authorities, the council does have earmarked funds, such as the Modernisation Fund, to cover the costs of implementing measures that will deliver future savings for the council.

To date West Lothian Council has not had to apply General Fund Reserves to offset savings in the short to medium term. The council has been able to balance annual budgets through approval of recurring budget saving measures. Any delay in the implementation of budget measures in year has been covered through the application of one off time limited savings. The council has not used reserves to offset savings previously and, given the modest level of the General Fund Balance, this will not be a potential means of offsetting future savings. It is also worth noting that balances can only be utilised once and will therefore never be a recurring, sustainable means of balancing a budget.

- 4. What are your views on the range of local authority activities that should be considered 'local government budget' as compared with funding that is provided elsewhere but which may support local government activities and outcomes?**

Proposed Response:

Councils are increasingly working with community partners to deliver a range of services to local communities with funding being allocated to other bodies. It is important to be aware of the full cost of delivering services but particular care should be taken to ensure that including other funding is not used to mask general reductions in the level of funding provided directly to councils. Any funding provided to cover the cost of services delivered in partnership with others is welcomed but it would be more helpful if funding for local government services was included within the defined local government settlement.

Housing Supply Budget

5. We want to hear your views on:

- **How well the centrally managed funding programmes are managed, what outcomes they deliver and do they represent value for money?**

Proposed Response:

In West Lothian, the centrally managed funding programmes for the Help to Buy scheme, Open Market Shared Equity (OMSE) and Home Ownership Support Fund seem to be well managed and deliver what is required to support home ownership.

West Lothian has a particularly strong record in relation to OMSE and Help to Buy with in excess of 500 individuals being assisted to buy property between 2012/13 and 2015/16. The OMSE has been particularly successful in providing assistance to home owners in Deans South, Livingston enabling them to relocate from the area. The OMSE scheme seems to have provided good value for money as government funding is repaid when the property is sold.

- **To what extent are the innovative funding packages leading to a change in the way affordable housing is being delivered?**

Proposed Response:

Although innovative funding packages have not been widely used in West Lothian, there has been an increase in provision of new tenures such as mid market rent. There is an acknowledgement that some of the funding models have helped bring forward difficult sites. Through the mid market rent invitation, Registered Social Landlords (RSLs) can further develop mid market rent opportunities.

One issue worth noting is that some of the funding models can be short term in nature whilst housing supply generally requires long term certainty meaning that these models are not affordable in perpetuity. For the National Housing Trust (NHT), the five year commitment to affordable housing is fairly short term and requires acceptable housing solutions after the period ends, increasing pressure on mainstream housing supply. Although not an issue in West Lothian, some of the NHT developments are approaching the end of the five year period potentially creating implications for both the tenants and landlords. For the Scottish Government mid market rent invitation the commitment is 25 years. Although this is medium term, there is still some uncertainty about what happens to tenants after the end of the period.

It is important that mid market and private rented solutions provide sustainable, long term options so that tenants have a good understanding of the implications of their tenure choice. It also will give a greater degree of certainty for landlords.

- **The extent to which the centrally managed funds support development of the appropriate mix of affordable housing to meet housing needs (such as mid-market rent as compared to social rent or private rent)?**

Proposed Response:

In West Lothian, although the highest need is for social rented housing, there is also need for below market rent. The centrally managed funds do support below market rent but sometimes the models are confusing to understand and may only suit fairly limited sites/RSL delivery. It may be more beneficial to have fewer funding stream but greater flexibility to enable providers to deliver the most appropriate tenure solution to meet the needs of the area. One option may be to increase the grant subsidy levels per unit. This would replace a range of other funding streams and

would reduce the administrative burden in terms of determining criteria, applying for funding, assessment and ongoing monitoring of expenditure.

6. To what extent do the Resource Planning Assumption and the Strategic Local Planning Agreements processes effectively enable local housing needs to be prioritised and resourced?

Proposed Response:

Both the Resource Planning Assumptions (RPA) and the Strategic Local Programme Agreements are effective in enabling local housing needs to be prioritised. The three year RPAs do provide some certainty of funding, however, it would be more beneficial to have certainty over a five year period. There is an opportunity for the regular review of programmes with Scottish Government staff enabling projects to be brought forward or delayed depending on the progress of sites.

One issue is that funding is offered at relatively short notice, such as the Housing Infrastructure Fund. Whilst this fund is welcome, it is difficult to identify projects that can benefit from funding quickly whilst meeting set criteria. Most projects have a long lead in time and cannot be activated at short notice even if funding is available. It is also often the case that although projects are put forward within the timescales, decision making can take a long time, shortening the ability for project spend within any one financial year. The extent to which funding should be fragmented in this way is questionable as it may be more beneficial to have fewer funding pots with greater flexibility in terms of project criteria and timescales for completion.

7. We seek written responses on whether the increased subsidy levels will support new housing developments, and in particular whether the flexibility in subsidies will improve the provision of housing for older people or for people with particular needs.

Proposed Response:

The increased subsidy levels are welcome and will support new housing developments. There is still some disparity between funding levels for councils and RSLs (currently £57,000 and £70,000 respectively). It would be beneficial for there to be no disparity in funding as some councils are approaching their borrowing limits and will require significant grant funding to avoid having to consider large rent increases to enable future new build programmes. Whilst councils do have a number of sites available, these are generally costly to develop with significant infrastructure constraints, meaning that additional grant support is required to make the sites viable.

Increased funding to support housing for older people is essential. The council has recently completed Rosemount Gardens, which is housing for older people based on an assisted living model. This is a high quality, desirable development but has been costly to deliver in relation to mainstream housing due to the need for communal areas and facilities. Any further housing of this nature would require significant subsidies to ensure viability.

8. Do you have any other comments to make about the outcomes the Scottish Government seeks from its Housing Supply Budget and how it delivers those outcomes?

Proposed Response:

There is currently a conflict between the Scottish Government's aim of increasing the supply of social rented housing and the Additional Dwelling Supplement (ADS). The ADS was aimed at discouraging buy to let investors in order to give first time buyers a better opportunity to compete in the housing market, however councils and RSLs are not exempt from this 3% tax.

West Lothian Council is looking at buying back former council houses to increase the supply of social rented housing but as the council is not exempt from the ADS, 3% tax will need to be paid each time the council buys back an individual ex local authority house. This tax does not support local authorities who wish to increase supply by buying back ex local authority houses. Ideally the Scottish Government should bring forward an amendment which specifically excludes councils and RSLs from the ADS. This would be consistent with the approach in England in relation to the 3% Stamp Duty levy.

The housing supply targets are challenging in terms of delivery. Whilst increased availability of funding is welcome, significant challenges exist in relation to availability of sites and infrastructure constraints. It would be beneficial to have certainty of funding over the medium to long term and acknowledgement of longer lead in times to develop complex sites.



COUNCIL EXECUTIVE

BLES TRAINING

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

To inform Council Executive of the contribution of BLES Training to achieving positive outcomes for young people and the funding arrangements for the organisation.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the contribution that BLES Training makes to achieving positive outcomes for young people and developing a local skills base for the construction industry.
2. Council Executive advises of any further actions required.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	School Leavers Positive Destinations
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better quality learning and employment opportunities

VI Resources - (Financial, Staffing and Property)	More Choices More Chances core and time limited investment budgets.
VII Consideration at PDSP	None
VIII Other consultations	None

D. TERMS OF REPORT

BLES Training is a voluntary charitable organisation established in 1982 to support young people in West Lothian aged 16 to 24. They offer a wide variety of training in the construction industry by experienced and dedicated staff. Training is provided in joinery, painting and decorating, plumbing, basic electrical work and wet trades such as bricklaying. Young people are supported to develop their Core Skills as well as life and employability skills. BLES promote the development of additional qualifications and have an in-house Scottish Credit and Qualifications Framework (SCQF) accredited programme. They work in close partnership with Adult Basic Education to deliver additional youth achievement qualifications.

The funding streams for BLES are;

The Employability Fund

The Employability Fund operated by Skills Development Scotland (SDS) on behalf of the Scottish Government is designed to support young people to improve their vocational and core skills. This ultimately helps to fill knowledge and skill gaps and boosts employment opportunities.

Training providers can access an annual allocation of funds by Skills Development Scotland which is drawn down on a monthly basis depending on the number of young people commencing training each month.

BLES offer Stage 2 and Stage 3 training programmes which are funded through the Employability Fund. There has been a significant reduction in the Employability Fund allocations from SDS to training providers leading to fewer Stage 2 funded programmes

Contracts

Education Services and West Lothian Schools have for a number of years contracted BLES Training to run short bespoke courses to support the development needs of the young people usually in the last year of school.

BLES project that they will go into a negative cash status in February 2017 as a consequence of the reduction of the Employability Funded programmes.

Training Courses

BLES Training has for many years worked very closely with Education Services and West Lothian Schools. They provide a nurturing and supportive environment for some of our most vulnerable young people. The service offered at BLES is unique and at present there is no other training provider who offer the support, flexibility and encouragement that young people receive at BLES.

BLES are a key training provider for the Schools Vocational Programme – a programme designed to give students who are in the last year of their education additional experience and qualifications. These students are in the More Choices More Chance (MCMC) programme and have been identified by their schools as most at risk of not achieving a positive destination.

Both the Schools Vocational Programme the bespoke schools training programmes are targeted to give students the necessary skills, experience and confidence to make the next step in their career.

BLES has the ability to adapt its processes, procedures and courses to meet the needs of the young people, schools, Education Services and local employers. They donate the trainee's products such benches and planters to local schools, community gardens and care homes.

E. CONCLUSION

BLES has a long standing working relationship with schools and the central Education Service. Any reduction or removal of training opportunities provided by BLES will have a significantly detrimental impact on supporting vulnerable young people and potentially adversely impact on leavers' destinations and the skills base for local employers.

F. BACKGROUND REFERENCES

None

Contact Person: Stuart McKay

Education Development Officer

Telephone 01506 283311

Email stuart.mckay@westlothian.gov.uk

James Cameron

Head of Education (Learning, Policy and Resources)

Date of meeting: Tuesday 11 October 2016

MEETING Council Executive

DATE 11 October 2016

ITEM NO.

Note the action taken in terms of Standing Order 31 (Urgent Business)



**West Lothian
Council**

COUNCIL EXECUTIVE

APPLICATION FOR GRANT TO FUND EESSH WORKS

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To advise Council Executive that an application has been submitted to Scottish Government seeking an award of £500,000 grant to fund EESSH works to council houses.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes that in September 2016 the Scottish Government invited councils to submit applications seeking grant funding of up to £500,000 for EESSH works to council or RSL houses;
 2. Notes that the Services for the Community PDSP was advised on 4 October 2016 that officers were preparing an application for grant funding and that the application would need to be approved under Standing Order 31 as there was insufficient time to submit a report to Council Executive in advance of the submission deadline of 6 October 2016; and
 3. Notes that the application for grant was submitted on 7 October 2016 and seeks funding to purchase boilers for installation in council houses during 2017/18.
- C.**

SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
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II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	none
III	Implications for Scheme of Delegations to Officers	none
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We make the most efficient use of our resources by minimising our impacts on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	There is no implication on current resources as the available grant does not require to be match funded.
VII	Consideration at PDSP	The Services for the Community PDSP has considered reports on energy efficiency proposals in June 2014, December 2015, April 2016 and in October 2016. The October 2016 report mentioned that officers were preparing an application for grant funding for EESSH works.
VIII	Other consultations	None

D. TERMS OF REPORT

D.1 Grant Funding for EESSH Works

Following the recent Programme for Government announcement a possible grant of up to £500,000 has been made available for each Scottish Local Authority to apply for grant funding that will be used to fund works that will help social landlords meet Energy Efficiency Standard for Social Housing (EESH) requirements.

All council houses are required to meet the EESH standards by the end of December 2020.

It is a condition of the grant that it is to be fully spent within the 2016/17 financial year on work that is considered as additional economic activity. Any works not completed by the 31st March 2017 would be required to be paid for by the council. Projects planned for the current financial year are not eligible for funding.

This funding is available to both the council and any RSL operating within West Lothian. No RSL approached the council for funding.

The Services for the Community PDSP was advised on 4 October 2016 that officers were preparing an application for grant funding and that the application would need to be approved under Standing Order 31 as there was insufficient time to submit a report to Council Executive in advance of the submission deadline of 7 October 2016. The application for grant funding has since been submitted.

The application seeks grant funding of £500,000 to purchase gas fired boilers within the current financial year to be used for the 2017/18 boiler replacement programme. The Scottish Government has advised that in order to be classed as additional economic activity the boilers would need to be manufactured and not provided from current stock and ideally to be manufactured in Scotland.

Procurement has advised it will be possible to launch a mini-competition for the manufacture and supply of boilers within the timescale available.

There are currently no other planned projects for future financial years that can be brought forward to be completed by the 31st March 2017.

E. CONCLUSION

An application has been submitted to Scottish Government for £500,000 grant funding to allow the council to carry out works to council houses that will help it meet EESSH standards.

F. BACKGROUND REFERENCES

Services for the Community PDSP April 2016 - update on home energy efficiency programmes for Scotland (HEEPS) 2016/17 and Scotland's energy efficiency programme (SEEP) call for pilot projects 2016/17

Services for the Community PDSP December 2015 – Westfield Gas Study Update

Council Executive June 2014 Home Energy Efficiency Programmes for Scotland (HEEPS) 2014/15

Services for the Community PDSP April 2014 Home Energy Efficiency Programmes for Scotland (HEEPS) 2014/15

Council Executive March 2014. Home Energy Efficiency Programmes for Scotland (HEEPS)

Services for the Community PDSP April 2013 Home Energy Efficiency Programmes for Scotland

Council Executive February 2015 – Home Energy Efficiency Programmes for Scotland (HEEPS)

Services for the Community PDSP 4 October 2016 – Update on energy efficiency proposals

Appendices/Attachments: n/a

Contact Person: Euan Marjoribanks, Housing Investment Officer (Energy Efficiency), 01506 283766

Email: ewan.marjoribanks@westlothian.gov.uk

Alistair Shaw

Head of Housing, Customer and Building Services

11 October 2016